

(Bulletin No. 9 was the last issued in 1924)

[Bul. 1]

COMMONWEALTH OF PENNSYLVANIA,  
THE ADJUTANT GENERAL'S OFFICE,

Harrisburg, Pa., *February 5, 1925.*

Bulletin }  
No. 1. }

1. The following letter of The Adjutant General, War Department, Washington, D. C., is published for the information and guidance of all officers of the Pennsylvania National Guard:

WAR DEPARTMENT  
THE ADJUTANT GENERAL'S OFFICE  
WASHINGTON

December 22, 1924

Subject: Status of Members of the Officers' Reserve Corps who are federally recognized National Guard Officers.

To: Each Corps Area Commander and to the Commanding General, Hawaiian Department.

(Copies to each Chief of Branch and to the Chief, Militia Bureau)

1. Under the provisions of section 37 and 38 of the National Defense Act, it is the policy of the War Department that, where a federally recognized National Guard Officer also holds an appointment in the Officers' Reserve Corps, the Officers' Reserve Corps appointment shall always be made to correspond as to section and grade with the appointment held in the National Guard.

2. As an exception to this policy, however, any member of the Officers' Reserve Corps, who, on December 12, 1924, held federal recognition in the National Guard in a lower grade than the appointment in the Officers' Reserve Corps held by him on that date, will not be disturbed. When his current Reserve appointment expires and if he at that time holds an appointment in a lower grade as a federally recognized National Guard Officer, he will be tendered an appointment in the Officers' Reserve Corps in a grade and section corresponding to that which he holds as a federally recognized National Guard officer.

3. Any other member of the Officers' Reserve Corps on December 12, 1924, or any one appointed in the Officers' Reserve Corps after that date, who, subsequent to obtaining Officers' Reserve Corps status, is federally recognized in the National Guard in a lower grade:

(a) May elect to be discharged from the ORC and given a new appointment in the Officers' Reserve Corps in the section and grade corresponding to the grade and branch in which federally recognized in the National Guard.

(b) Or he may elect to surrender his National Guard status, retaining his ORC status.

(c) Or if he does not desire (a) or (b) he will be discharged from the ORC without prejudice.

By order of the Secretary of War:

ROBERT C. DAVIS,  
*Major General,  
The Adjutant General.*

2. Under date of December 23, 1924, the Militia Bureau advises The Adjutant General of Pennsylvania that there are no funds available for sending National Guard enlisted men to Horse-shoer's School during present fiscal year, and under date of December 26, 1924, Militia Bureau also advises that there are no funds available for sending National Guard enlisted men to Saddler's School during present fiscal year.

3. The following memorandum of The Adjutant General, U. S. Army, War Department, Washington, D. C., relative to use of National flag is published for the guidance of all unit commanders of the National Guard. All officers of the Pennsylvania National Guard will refer to A.R. 260-10 and comply therewith.

January 16, 1925.

MEMORANDUM FOR: All Corps Area and Department Commanders and Commanding Officers of all Exempted Stations.

SUBJECT: Use of National Flag.

1. It has been brought to the attention of the War Department that on several recent occasions at which the Army has been responsible for the decorations the regulations regarding the use of the National Flag have not been complied with.

2. In this connection attention is invited to A.R. 260-10, with particular reference to paragraph 2 (f) thereof and to a Flag Circular (copy inclosed) published by this office under date of Marh 28, 1924.

3. As the misuse of the Flag by members of the military forces is a matter naturally causing much criticism on the part of civilians, it is desired that such measures be taken as are necessary to insure a strict compliance with both the spirit and letter of the regulations on this subject.

By order of Secretary of War:

ROBERT C. DAVIS,  
*Major General,  
The Adjutant General.*

4. The following Circulars of the Militia Bureau are published for the information and guidance of all concerned:

WAR DEPARTMENT  
MILITIA BUREAU

Washington.

December 15, 1924.

CIRCULAR NO. 44.

B.

Section

- I. PARTICIPATION OF MEMBERS OF NATIONAL GUARD IN CORRESPONDENCE COURSES.
- II. FIRING OF COURSES OTHER THAN COURSE "A".

I. *Participation of Members of National Guard  
in Correspondence Courses.*

1. The Militia Bureau has made arrangements to supply lesson sheets for use of students enrolled in the Army Correspondence Courses from the personnel of the National Guard. The limited

appropriations available this fiscal year for the above purpose precludes increasing the amount of Militia Bureau funds beyond the sum already set aside to meet this expense.

2. The policy of the Militia Bureau with reference to the participation of the National Guard personnel in Army Correspondence Courses is enunciated in Circular Letter No. 78, Militia Bureau, September 26, 1922. This policy provides for the participation of officers only in those courses and does not contemplate that warrant officers, non-commissioned officers or other enlisted personnel shall be enrolled. The non-availability of funds with which to defray the cost, prevents the Militia Bureau from extending the policy enunciated in Circular Letter No. 78, 1922, so as to include other National Guard personnel, in addition to commissioned officers.

3. There is no objection on the part of the Militia Bureau to the enrollment and the participation of warrant officers, non-commissioned officers or other enlisted personnel in Army Correspondence Courses provided that this action does not involve any expenditure of Militia Bureau funds supplementing the amount already authorized to provide lesson sheets during the fiscal year.

## II. *Firing of Courses other than Course "A".*

In addition to the authority already delegated to Corps Area Commanders to authorize the firing of Rifle courses other than Course "A", as required by paragraph 11 (2) (a) Training Regulation No. 150-10, Corps Area Commanders are further authorized to grant the authority required by paragraph 68 (a) Training Regulation No. 150-30, and paragraph 56 (a) Training Regulation No. 150-35 for the firing of courses other than Course "A" for Automatic Rifles and Machine Guns, respectively.

By order of Secretary of War:

GEO. C. RICKARDS,  
*Major General.*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Assistant.*

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NOTE: CIRCULAR NO. 45 WAS NOT ISSUED.

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## WAR DEPARTMENT MILITIA BUREAU

Washington.

December 20, 1924.

CIRCULAR NO. 46 A-24.

## CERTIFICATES REQUIRED ON ARMORY DRILL PAY ROLLS.

1. Recently enacted legislation and changes in National Guard Regulations make it necessary to revise Armory Drill Pay Roll forms No. 367 and 367a (January 10, 1924). Pending approval of this proposed revision the following certificates will be prepared and executed by those concerned and attached to and become a part of said payrolls:

## ADMINISTRATION FUNCTION PAY.

I certify that each officer claiming administrative pay on this roll was actually and properly in command of this organization and faithfully performed the administrative functions in connection therewith during each period for which administrative pay is claimed.

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(To be signed by next superior Commanding Officer having administrative functions or by the Adjutant General of the State when there is no such superior Commanding Officer).

## ORGANIZATION COMMANDER.

## NATIONAL GUARD. STATE OF \_\_\_\_\_

I solemnly swear that this roll is correct and prepared as required by instructions and regulations governing the National Guard; that there does not appear on it the name of any man who is not a commissioned officer, warrant officer, or duly enlisted man of this organization, and who has not personally rendered the service for which pay is claimed as set forth opposite his name; that the entries opposite each name are correct, and that all officers, warrant officers, and enlisted men on this roll qualified as members of the National Guard by the prescribed oath on the dates set opposite their respective names; that this organization was federally recognized as National Guard—192 ; that all officers, warrant officers, and enlisted men whose names appear on this roll are within the age limits specified by law and regulations; and that all assemblies for drill or other instructions shown hereon were held in accordance with law and regulations.

Sworn and subscribed to before me at \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_, 192 .

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(Commanding Organization)

(Signature of officer authorized to administer oaths, showing title of same, or signature of notary public, in which case notarial seal must be affixed).

## INSTRUCTOR.

I certify that I have given this payroll administrative examination; that I have checked it with the records of attendance pertaining thereto, and, from my personal knowledge or from data presented by the organization commander and the instructor or sergeant-instructor on duty with the organization. I believe that the entries hereon are correct and that all the requirements of law and regulations governing armory drill pay have been complied with; I further certify that the general and field officers,



and captains and lieutenants not belonging to organizations, shown hereon, have satisfactorily performed their appropriate or authorized equivalent duties, or a proportionate part thereof, as shown opposite their names.

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(Instructor).

#### REMARKS ON LAST PAGE OF ROLL.

2. On the last page of the roll for each pay period prepared a recapitulation stating, (a) the number of authorized officers and warrant officers, and the minimum enlisted maintenance strength, and (b) the actual number of officers, warrant officers and enlisted men present at each drill during the period covered by the roll.

3. On the roll pertaining to the fourth quarter enter statement of the dates on which drills were prescribed for each month from the beginning of the current calendar year. In case of "split assemblies" show time limit within which current calendar year. In case of "split assemblies" show time limit within which each was held. (For example: 2-8 indicates split assembly held during the period from the 2nd to 8th days of the month, both inclusive). Show also on roll for fourth quarter inclusive dates of field training, if any, during the calendar year. If no field training was attended by organization or less than 48 assemblies for drill and instruction were held during the calendar year the roll for the fourth quarter should show whether or not the organization was excused by the Secretary of War from participation in such field training and prescribed number of assemblies.

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:  
L. W. PRUNTY,  
*Assistant.*

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#### WAR DEPARTMENT

#### MILITIA BUREAU

Washington.

December 31, 1924.

CIRCULAR NO. 47  
A-25

#### RENTAL ALLOWANCES

1. The following decision of the Comptroller General dated December 27, 1924 (A-6262) is published for information and guidance of all concerned:

The Honorable, The Secretary of War.

Sir:

There has been received your letter of November 8, 1924, requesting decision of a question stated as follows:

"\* \* \* whether in the case of a National Guard or reserve officer the fact that he has no permanent station will, when duly certified in his pay voucher, be a sufficient basis for the payment of rental allowance to such an officer when temporarily on active duty or entitled to active duty pay under the provisions of sections 37a, 94, 97 or 99 of the National Defense Act as amended."

The legality of the payment will depend upon the facts of the case and not matters certified to by the officer unless the certificates conform to the facts. It is apprehended that what is desired is decision whether members of the Officers' Reserve Corps on active duty for training section 37-a of the National Defense Act for short periods not exceeding 60 days, and members of the National Guard attending encampments for periods of approximately 15 days, or attending camps of instruction of limited duration under section 97, or attending service schools for a course of instruction of definite and limited duration under section 99 of the National Defense Act as amended, may be paid rental allowance as not having been assigned adequate quarters at a permanent station. The reason for the inquiry is prompted by the fact that it has been held the home of the officer is not a military station, 2 Comp. Gen. 243, and the duty at the training camp or school being temporary in that the order in terms fixes its duration the officer thus does not have a permanent station from which he is temporary absent while attending the training or instruction camp, or service school.

Section 37-a, of the National Defense Act, added by section 32 of the act of June 4, 1920, 41 Stat. 776, authorized active duty for officers of the reserve corps "at any time and for any period" to the extent provided for from time to time by appropriations for this specific purpose with the qualification that "except in time of a national emergency expressly declared by Congress, no reserve officer shall be employed on active duty for more than fifteen days in any calendar year without his own consent."

So, also, the periods of training or instruction under sections 94 and 97 of the act of June 3, 1916, 39 Stat. 206 and 207 and section 99 as amended by the act of September 22, 1922, 42 Stat. 1035, are not in terms limited by these sections. Obviously, while periods of training and instruction are contemplated for limited periods only and the appropriations have in the past effectively limited the periods, the statutes do not in terms limit the period of instruction. What is said herein must therefore be understood as having reference to definitely limited periods of training or instruction.

Section 6 of the act of June 10, 1922, 42 State. 628, as amended and reenacted by section 2 of the act of May 31, 1924, 43 Stat. 250, so far as here material provides:

"Except as otherwise provided in the fourth paragraph of this section, each commissioned officer below the grade of brigadier general or its equivalent, in any of the services mentioned in the title of this Act, while either on active duty or entitled to active duty pay shall be entitled at all times to a money allowance for rental of quarters.

The amount of such money allowance for the rental of quarters shall be determined by the rate for one room to be fixed by the President for each fiscal year in accordance with a certificate furnished by the Secretary of Labor showing the cost of rents in the United States for the preceding calendar year as compared with rents for the calendar year 1922. Such rate for one room is hereby fixed at \$20 per month for the fiscal year 1923, and this rate shall be the maximum and shall be used by the President as the standard in fixing the same or lower rates for subsequent years.

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"No rental allowance shall accrue to an officer, having no dependents, while he is on field or sea duty, nor while an officer with or without dependents is assigned as quarters at his permanent station the number of rooms provided by law for an officer of his rank or a less number of rooms in any particular case wherein, in the judgment of competent superior authority of the service concerned, a less number of rooms would be adequate for the occupancy of the officer and his dependents."

Paragraph 1 (e) of the Executive Order of August 13, 1924, provides:

"The term 'permanent station' as used in this Act shall be construed to mean the place on shore where an officer is assigned to duty, or the home yard or the home port of a vessel on board which an officer is required to perform duty, under orders in each case which do not in terms provide for the termination thereof; and any station on shore or any receiving ship where an officer in fact occupies with his dependents public quarters assigned to him without charge shall also be deemed during such occupancy to be his permanent station within the meaning of this act."

Section 14 of the act of June 10, 1922, 42 Stat. 631, provides:

"That officers of the National Guard receiving Federal pay, except for armory drill, and reserve officers of any of the services mentioned in the title of this Act while on active duty shall receive the allowances herein prescribed for officers of the regular services in sections 5 and 6 of this Act. \* \* \*"

The fact that the terms of an order assigning an officer to a station, do not provide for termination thereof is not necessarily conclusive of the permanency of the station as might seem to be the definition set forth in the execution order. For example, by the act of March 4, 1915, 38 Stat. 1078, no officer or enlisted man shall except upon his own request, be required to serve in a single tour of duty for more than two years in the Philippine Islands nor more than three years in the Panama Canal Zone. Obviously an order to duty at either of the places named must be understood as limited in duration by this statute. So also, mere clerical failure to indicate the termination of an assignment obviously temporary in its nature, or the inadvertent inclusion of a limiting date in an order designed to assign an officer permanently, would not constitute the station temporary or permanent. The definition could well be amplified if confusion and conflict

between the law and the regulation are to be avoided. For the purpose of this decision it will be understood that in no case will the order fix a period of active duty in excess of 30 days under section 37-a, a period of training or instruction in excess of 30 days under section 94 or 97 nor in excess of 3 months under section 99.

It might be suggested that as the officers are in the status entitling to pay for a limited period and the station fixed is to continue during that entire period it is as permanent a station in a military sense as they can have, the order merely fixing the duration of duty training, or instruction. This, however, would be narrower than the law contemplates, as to the amended law clearly fixed the rental allowance to enable the officer to arrange his permanent living conditions, either on the basis of rental allowance or the assignment of adequate public quarters. Reserve Officers or National Guard Officers must maintain their permanent living arrangements and the duty to which assigned is both in fact and under the law temporary, the station assigned for the purpose of that duty not being a permanent station within the meaning of the law. Rental allowance is properly payable in such cases.

Your question is answered accordingly.

Respectfully,  
J. R. McCARL,  
*Comptroller General.*

2. Payment of rental allowance to National Guard Officers is now authorized in accordance with the provisions of Circular No. 66, War Department, October 17, 1924, and the above-quoted decision of the Comptroller General.

3. The certificates prescribed by sub-paragraphs (2) (a) and (2) (b) of paragraph 4 of War Department Regulations as published in Circular No. 66, will be made in substantially the following forms:

(Certificate of the Claiming Officer)

I certify that during the period for which rental allowance is claimed on this voucher I had no permanent station and was not assigned as quarters at \_\_\_\_\_  
(Name of Post, Camp or Station)  
the station where I was on duty, the number of rooms provided by law for an officer of my rank or a less number of rooms determined by competent superior authority to be adequate for the occupancy of myself \* and my dependents.

Signed \_\_\_\_\_

(Certificate of the Commanding Officer)

I certify that during the period for which rental allowance is claimed on this voucher \_\_\_\_\_  
(Name of claiming officer)  
had no permanent station and was not assigned as quarters at \_\_\_\_\_, the station  
(Name of Post, Camp or Station)

\*Strike out the words "and my dependents" if they do not apply.



where he was on duty, the number of rooms provided by law for an officer of his rank or less number of rooms determined by competent superior authority to be adequate for the occupancy of himself \* and his dependents.

Signed \_\_\_\_\_,  
By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General.*  
*Chief, Militia Bureau.*

Official:  
L. W. PRUNTY,  
*Assistant.*

CIRCULAR NO. 47 A-25 IS THE LAST OF SERIES OF 1924.

WAR DEPARTMENT  
MILITIA BUREAU

Washington.

January 8, 1925.

CIRCULAR NO. 1  
B—

*COST OF TRANSPORTING SUPPLIES AND EQUIPMENT*

1. It has come to the attention of the Militia Bureau that the memorandum copies of bills of lading and transportation requests issued by the U. S. Property and Disbursing Officers are not being forward promptly to the Transportation Division of the Army Finance Office, that many are received without the estimated cost of shipment or travel entered thereon, and in many instances, where the estimated cost has been entered, the estimate given is not of sufficient accuracy to meet the requirements of proper accounting.

2. Under a recently inaugurated system, the Militia Bureau is furnished these estimates as a basis for reserving the necessary funds to defray the expenses of the transportation involved. Past experience has shown that, when generally considered, these estimates have been much too large, resulting in the reservation and subsequent coverage into the Treasury of large sums of money which might have been utilized to great advantage if applied to other purposes.

3. In order that this Bureau may effectively cooperate with the States in conserving these funds, the memorandum copies of bills of lading and transportation requests must show reasonably accurate estimates of the cost of transportation, must be forwarded to the Finance Officer immediately after accomplishment, and a copy of the "Report of Transportation Requests and Bills of Lading", Q. M. C. Form No. 135, furnished this Bureau at the close of each month.

4. Request is made that Property and Disbursing Officers and all other National Guard Officers concerned give this matter careful consideration.

By order of Secretary of War.

GEO. C. RICKARDS,  
*Major General.*  
*Chief, Militia Bureau.*

Official:  
L. W. PRUNTY,  
*Assistant.*

\*Strike out the words "and his dependents" if they do not apply.

WAR DEPARTMENT  
MILITIA BUREAU

Washington, D. C., Jan. 13, 1925.

CIRCULAR 2  
A-1ARMORY DRILL PAY OF CAPTAINS AND LIEUTENANTS  
BELONGING TO ORGANIZATIONS

1. There has been considerable misunderstanding as to the interpretation to be given to paragraph 928 (a), National Guard Regulations, as amended by Changes No. 19, October 1, 1924. The particular question involved is whether captains and lieutenants belonging to organizations are entitled to armory drill pay if the requirements prescribed by paragraph 928 (a), as amended by Changes No. 19, are met, but the organizations fail to maintain the minimum enlisted strength prescribed in paragraph 110 c, National Guard Regulations, as amended by Changes No. 19.

2. Changes No. 19 eliminated from paragraphs 111 a and 928 (a) the requirement that an organization must maintain the minimum enlisted strength prescribed by paragraph 110 c to entitle the officers belonging thereto to armory drill pay. The purpose of this elimination was to make possible the payment of armory drill pay to captains and lieutenants belonging to organizations which do not have the prescribed minimum enlisted strength, provided such officers otherwise comply with the requirements for armory drill pay. The provisions of paragraph 110 c do not operate to deprive such officers of armory drill pay if the requirements of paragraph 928 (a), as amended by Changes No. 19, are met. The requirement in paragraph 110 c, as amended by Changes No. 19, of the maintenance of a minimum enlisted strength is simply for the purpose of determining whether federal recognition of an organization is to be continued or withdrawn. Failure to maintain the prescribed strength does not affect the right of officers to armory drill pay so long as federal recognition continues.

By order of the Secretary of War:

GEO. L. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lt. Col., Cavalry, M. B.,*  
*Assistant.*WAR DEPARTMENT  
MILITIA BUREAU

Washington

January 15, 1925.

CIRCULAR No. 3  
A-2COLLECTIONS ON ACCOUNT OF LOST, DAMAGED, OR  
DESTROYED NATIONAL GUARD PROPERTY

With reference to the matter of undelivered checks drawn in favor of National Guard members who are indebted for lost, damaged or destroyed National Guard property, the following

general principles and instructions are published for the information and guidance of all concerned. These instructions modify somewhat the instructions given in Circular Letter No. 1, dated January 16, 1924, and are effective in so far as the changes are concerned.

1. *Appropriations to be credited.* All moneys collected on account of lost, damaged or destroyed Military property issued to the National Guard, shall be credited to the appropriation "Arms, Uniforms, Equipment, etc., for Field Service, National Guard" for the fiscal year current at the time of collection, and for credit of the State, Territory, or District of Columbia, accountable for said property, or to "Miscellaneous Receipts" if the property involved was originally issued to the National Guard without charge. See 1 Comp. Gen. 471.

*Note.* For the purposes of determining the fiscal year current at the time of collections, the date of settlement of the supplemental roll is to be considered "the time of collection" in all cases in which supplemental roll is prepared. When the check is cancelled or applied against an indebtedness and the amount taken up directly as a credit to the appropriation indicated above without preparation of a supplemental roll, the date of cancellation or application of the check will be considered "the time of collection."

2. *Conditions requiring disposition of undelivered checks.* The conditions requiring disposition of undelivered checks in connection with collections for National Guard property, are, for the purposes of this circular, classified as follows:

- a. When the officer who drew the check is no longer disbursing.
- b. When the officer who drew the check is still disbursing and

(1) The payee (regardless of whether or not he is a deserter) is indebted to the United States for the full amount of the check:

(2) The payee is not a deserter and is indebted to the United States for an amount less than that of the check:

(3) The payee is *in fact* a deserter and is indebted to the United States for an amount less than that of the check.

3. *Procedure.* a. Under the conditions outlined in paragraph 2a, the check or checks will be sent to the General Accounting Office, through the Chief, Militia Bureau, and Chief of Finance, accompanied by a letter of transmittal listing the checks, stating the appropriation to be credited, as determined by paragraph 1 hercof. If only part of the check is needed to cover the charge, the letter of transmittal will state whether a supplemental roll has been or is to be prepared.

b. Under the conditions outlined in paragraph 2b (1), 2b (2), and 2b (3), if the appropriation against which the check was originally drawn has reverted to the surplus fund, the action to be taken will be that prescribed in sub-paragraph a, above.

c. Under the conditions outlined in paragraph 2b (1), if the appropriation against which the check was drawn has not reverted

to the Surplus Fund, the check will be stamped "Payee indebted to the United States, Proceeds this check taken up (date)..... accounts (officer)....." The amount of the check will be taken up on W. D. Form 324 in the same manner as cancelled checks for credit to the current appropriation A.U.E. for F.S.N.G. (or Miscellaneous Receipts).

d. Under the conditions outlined in paragraph 2b (2), if the appropriation against which the check was drawn has not reverted to the surplus fund, cancel the check, crediting the amount thereof to the appropriation against which the check was originally drawn, state a supplemental pay roll for the pay originally covered by the check and make the collection on the supplemental roll, crediting the collection to the current appropriation A.U.E. for F.S.N.G. (or Miscellaneous Receipts).

e. Under the conditions outlined in paragraph 2b (3), if the appropriation against which the check was drawn has not reverted to the Surplus Fund, the check will be stamped as outlined in sub-paragraph c above the amount of the indebtedness to be credited to the current appropriation A.U.E. for F.S.N.G. (or Miscellaneous Receipts), and the balance of the check to be credited to Miscellaneous Receipts, fees, fines and penalties.

By order of the Secretary of War:

GEO. C. RICKARDS,  
Major General,  
Chief, Militia Bureau.

Official:

L. W. PRUNTY,  
Lt. Col., Cavalry, M. B.,  
Assistant.

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## WAR DEPARTMENT MILITIA BUREAU

Washington

January 20, 1925.

CIRCULAR NO. 4  
A-3

### AMMUNITION ALLOWANCES FOR THE NATIONAL GUARD, 1925

1. All tables of allowances of ammunition for the National Guard heretofore published by the Militia Bureau, except initial allowances, are hereby rescinded and the following substituted therefor:

2. *Small-arms ammunition.*

a. For each officer and enlisted man authorized to fire the .30 caliber rifle, 300 rounds of .30 caliber ball ammunition.

b. For each officer and enlisted man authorized to fire:

(1) The automatic pistol; mounted and dismounted course, 250 rounds of .45 caliber ball ammunition; dismounted course only, 175 rounds of .45 caliber ball ammunition.



(2) The revolver; mounted and dismounted course, 200 rounds of .45 caliber ball ammunition; dismounted course only, 125 rounds of .45 caliber ball ammunition.

c. For each officer and enlisted man authorized to fire the automatic rifle, 500 rounds of .30 caliber ball ammunition.

d. For each Infantry Machine Gun Company, Cavalry Machine Gun Troop and Light Tank Company, 32,000 rounds .30 caliber ball ammunition per organization of which 1600 rounds per organization may be tracer ammunition.

e. If participating in exercises and maneuvers requiring the use of blank ammunition, the following allowance of .30 caliber blank ammunition is authorized: 50 rounds per rifle, 500 rounds per automatic rifle, and 1000 rounds per machine gun.

f. For each officer and enlisted man authorized to fire the .30 caliber rifle, 200 rounds of .22 caliber gallery practice ammunition. Organizations equipped with the 1922 model gallery rifle will requisition for .22 caliber long ammunition and those not so equipped will requisition for .22 short ammunition.

g. Requisitions for small arms ammunition will be based on the peace strength of the organization and will show the amount of ammunition on hand at the time the requisition is submitted. The actual amount called for in the requisition will be the difference between the amount on hand after deducting the initial allowance and the amount authorized on the above basis. The initial allowance is 100 rounds per rifle, 500 rounds per automatic rifle and 1000 rounds per machine gun, of .30 caliber ball ammunition and 21 rounds per revolver or pistol of .45 caliber ball ammunition. When new ammunition is received an amount equal to the initial allowance should be retained and the old initial allowance should be expended at the first opportunity for target practice.

3. *37-mm. guns and Stokes mortars.* The following allowances are authorized for 37-mm. guns and Stokes mortars:

a. *37-mm guns:* 300 rounds of 37-mm low explosive shell per gun; 2000 rounds of .22 caliber short ammunition for .22 caliber sub-caliber tubes for each 37-mm gun; 50 rounds blank ammunition per gun.

b. *Stokes mortars:* 200 rounds of practice ammunition per mortar.

4. *Field Artillery ammunition.* The following allowances of ammunition are authorized for Field Artillery organizations:

a. *75-mm Batteries:*

300 rounds shrapnel, fixed, MK I, fuzed.  
100 rounds shell, fixed, H. E., MK I.  
100 fuzes, p.d., short delay, Mark V.  
100 rounds blank ammunition, less cases.  
4000 .22 caliber spot light ammunition.

b. *155-mm Howitzer Batteries:*

50 rounds shell, H.L. Mark I.  
150 rounds shrapnel, Mark I, fuzed, for 155-mm Howitzer.  
50 fuzes, p.d., short delay, Mark IV.  
250 primers, percussion, 21 grain, MK II A.  
200 propelling charges for 155-mm Howitzer.

e. *155-mm Gun Batteries:*

- 40 rounds shell, H. E. Mark III for 155-mm Guns.
- 110 rounds shrapnel, Mark I, fuze, for 155-mm Guns.
- 40 fuzes, p.d., short delay, Mark IV, Star.
- 200 primers, percussion, 21 grain, MK II.
- 150 propelling charges for 155-mm Guns.

Note: The above allowances will apply only to lettered batteries, Staff officers and officers belonging to other than lettered batteries will use ammunition issued to lettered batteries. Substitution of shrapnel for shell or the reverse will not be made.

d. *For each Machine Gun:*

- 4000 rounds of .30 caliber ball ammunition, of which
- 200 rounds may be tracer ammunition.

e. Requisitions will call for the shipping of the ammunition to the place where the field training will be held, and will include complete shipping instructions.

5. *Coast Artillery Ammunition and Target Material.*a. *Coast Artillery, Harbor Defense and Heavy Tractor Artillery.*

- (1) The following allowances of ammunition are authorized per lettered battery for target practice:

(a) *Harbor Defense:*

Caliber of guns		Service		Subcaliber
3 inch	Rifle	40 rounds	C. I. Projectile	1000 rounds
6 "	"	16 "	" "	100 "
8 "	"	8 "	" "	100 "
10 "	"	8 "	" "	100 "
12 "	"	8 "	" "	100 "
14 "	"	6 "	" "	100 "
12 "	Mortar	8 "	" "	60 "

Note: The allowances for all ammunition not fixed include propelling charges and primers. Each battery is allowed 100 additional drill primers and 50 additional electric primers.

(b) *Heavy Tractor:*

- 155-mm G. P. F. gun:* 40 rounds H. E. shell, sand loaded.  
 40 propelling charges.  
 100 primers, percussion, 21-grain, MK II.

- .30 cal. Machine Gun:* 3800 rounds ball.  
 200 rounds tracer.

Note: The 155-mm allowance is for lettered battery; the .30 cal. Machine gun allowance is per machine gun.

(2) The instructions regulating the expenditures of sea-coast ammunition as published in Militia Bureau Training Circular No. 3, 1923, will govern during 1925. Relative to the methods of fire adjustment to be used, Coast Artillery Memorandum No. 4, Revised January 15, 1923, will govern until such time as Training Regulation 435-280 is published.

(3) The ammunition allowance for the 155-mm G. P. F. guns will be expended in firing on sea targets, inasmuch as the primary mission of all Coast Artillery organizations assigned to fixed, railway, or tractor material (except antiaircraft) is the destruction of naval targets, and that in all such units priority shall be given to the training necessary for the accomplishment of this mission. Where the recently converted mobile G. P. F. organizations have not, in the opinion of the senior instructors assigned thereto, advanced sufficiently in their training to successfully fire on moving targets, they should fire on anchored sea targets.

(4) All empty metallic cartridge storage cases, empty brass cartridge cases, and all other material accumulating as a result of the expenditure of ammunition and components for target practice, except for small arms which will be disposed of in accordance with Changes No. 8, Circular No. 31, War Department, 1920, will be turned in to the local Regular Ordnance Officer, in such manner as may be designated by him, for disposal.

*b. Coast Artillery Antiaircraft Artillery.*

(1) The following allowances of ammunition and target material are authorized for Coast Artillery antiaircraft organizations:

(a) Ammunition allowances:

<i>Caliber.</i>		<i>Service.</i>
75-mm A. A. Gun	200	rounds shrapnel, fuzed, per gun btry.
.30 cal. Machine Gun, ball.	34,000	rounds per machine gun btry. (aerial firing).
.30 cal. Machine Gun, ball.	10,000	rounds per machine gun btry. (ground firing).
.30 cal. Machine Gun, Tracer Am.	6,000	rounds per machine gun btry. (aerial firing).

(b) Allowances of Antiaircraft Targets and Target Material.

*Articles Expendable Per Battalion: Gun Battery: M.G. Battery.*

Target, sleeve	2	(1 per Separate Battery)
Towline, 5,000 ft. length	2	(1 per Separate Battery)
Balloons, rubber, 6 in.		300
Balloons, rubber, 9 in.	100	
Hydrogen gas, cu. ft. ....	1500	1300

*Articles nonexpendable.*

Tanks, hydrogen. ....	8	7
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Note 1—2 Balloon filling sets, complete, each consisting of 1 hose cock, 1 hose coupling, 1 weight and rubber tubing, are authorized per battalion; 1 set, complete, per separate battery.

Note 2—The sleeve targets and towlines are authorized only where airplanes will be available at the encampment for towing same.

Note 3—Timely requisitions will be submitted to Corps Area commanders on the supply branches indicated for the following material:

Sleeve targets and towlines—Air Service  
 Balloons, 6 in. and 9 in.—Ordnance  
 Hydrogen tank and gas—Ordnance  
 Ammunition—Ordnance

(2) The instructions regulating the expenditure of **antiaircraft** ammunition, and reports to be rendered, as published in Militia Bureau Training Circular No. 6, 1923, will govern during 1925. The instructions with reference to the filling and use of the rubber balloons are also contained in that training circular.

(3) Empty cartridge cases and other like material will be disposed of as indicated in sub-paragraph 5 a (4) above.

6. *Air Service Ammunition.* The following allowances of ammunition are authorized for each Observation Squadron:

8,000 rounds shot gun ammunition.  
15,000 rounds .30 caliber machine gun ball ammunition, of which 1000 rounds may be tracer ammunition.

7. When Reserve officers who are not members of the National Guard are attached to National Guard units for training purposes, additional allowances of ammunition for their use should, if possible, be requisitioned in advance on separate requisitions. If it becomes necessary to expend ammunition issued for the use of the National Guard in the training of these officers, a report showing the names of such officers, the number of rounds of ammunition expended by each, and the authority under which they were attached for the purposes of training, should be submitted to the Corps Area Headquarters concerned to the end that the reimbursable cost of ammunition so expended will not be charged to appropriation made for the support of the National Guard.

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Assistant.*

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## WAR DEPARTMENT

Militia Bureau

Washington, January 22, 1925.

CIRCULAR NO. 5  
A-4

### *Rental Allowance and Longevity*

The following instructions on the subject of Rental Allowances are additional to those issued in Militia Bureau Circular No. 47 A-25, dated December 31, 1924, and also to payments covering longevity:

#### 1. ENCAMPMENTS, SCHOOLS OF INSTRUCTION, RIFLE COMPETITIONS, ETC.

- (a) Payments should be made on Pay Roll Forms 378.
- (b) The signature of the organization commander should be affixed to the oath on payroll.
- (c) Witnessing officer's certificate should be signed.



- (d) The Inspector and Mustering Officer present at this time should execute certificate on front page.
- (e) The certificates required by M. B. Cor. 47 A-25, should be executed in addition to those required for officers of the National Guard claiming rental allowance because of dependents referred to in W. D. Cir. No. 11, 1923, and W. D. Cir. 61, 1923.
- (f) Reference should be made to the original roll on which paid by voucher number, month, disbursing officer's name, and amount paid.
- (g) Certificate of payee that the account is correct and that he has not been previously paid rental allowance or longevity for the period claimed, should be furnished.

## 2. MILITARY SERVICE SCHOOLS.

- (a) Payments will be made on Form 336.
- (b) Same as (e) above.
- (c) Same as (f) above.
- (d) Vouchers for services for which payment was originally made by the United States Property and Disbursing Officer will be paid by the United States Property and Disbursing Officer. When the original payments were made by the school Finance Officer, the voucher should be submitted to the Disbursing Officer, Militia Bureau, for payment.

By order of the Secretary of War :

GEO. C. RICKARDS,  
Major General,  
Chief, Militia Bureau.

Official :  
L. W. PRUNTY,  
Lt. Col., Cav., M. B.,  
Assistant.

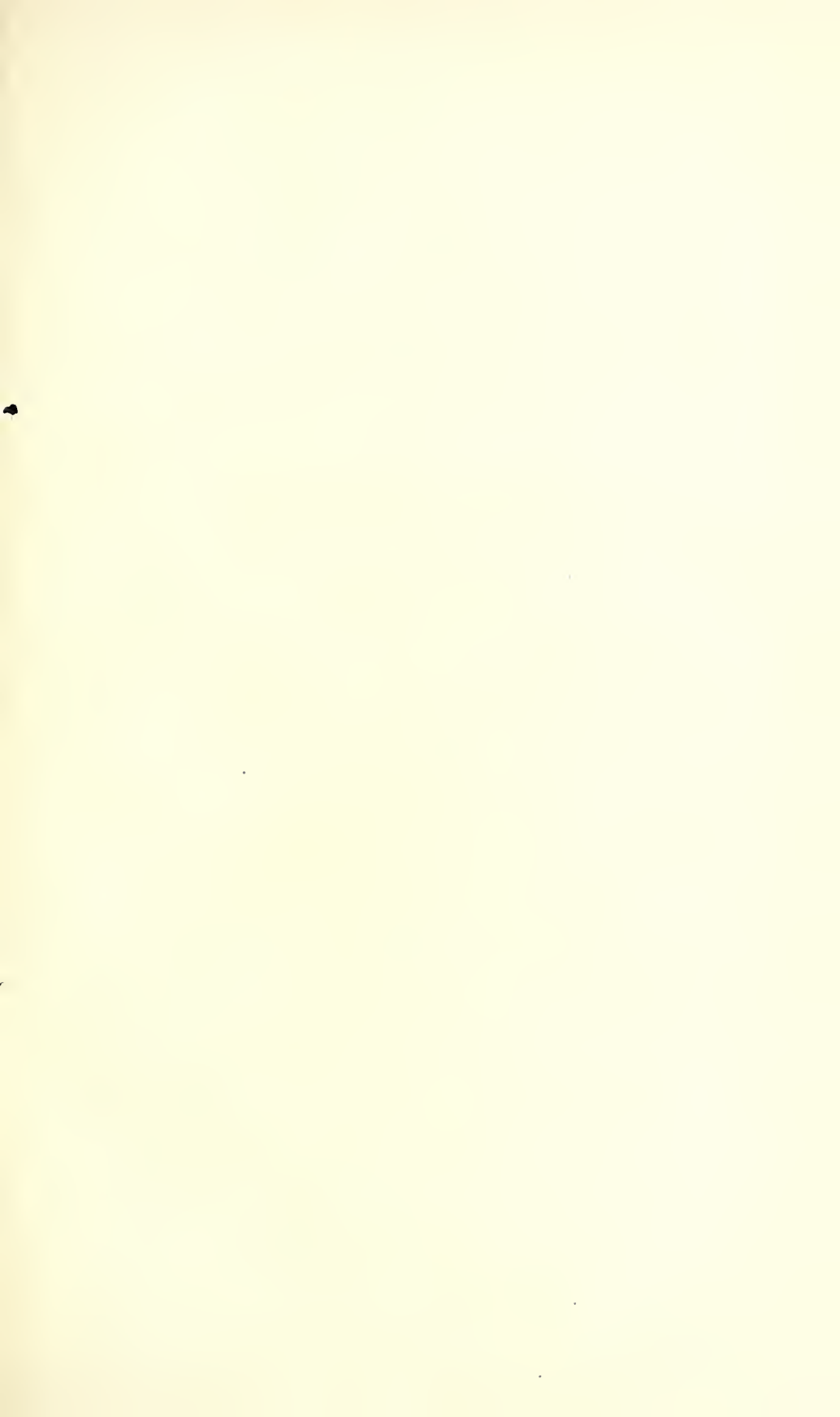
By order of GIFFORD PINCHOT,  
Governor and Commander-in-Chief,

F. D. BEARY,  
The Adjutant General.

Official :

.....  
Adjutant.









[Bul. 2.]

COMMONWEALTH OF PENNSYLVANIA,  
THE ADJUTANT GENERAL'S OFFICE,  
Harrisburg. Pa., April 21, 1925.

Bulletin }  
No. 2. }

1. The following circular of the Militia Bureau is published for the information of unit commanders:

WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

February 2, 1925.

**Subject:** Training Camp Period, Estimates and Advance Detachments.

**To:** The Adjutants General of all States, Territories of Hawaii and Porto Rico, and the District of Columbia National Guard.

1. The following information regarding the 1925 field training camps of the National Guard is published for the information and guidance of all concerned:

*Training camp period, 15-17 days.*

a. Where troops can leave their home stations any time after 12:00 M. (Midnight) and arrive at their camp prior to noon on the opening day of the encampment, they will be authorized a camp period of not to exceed 15 days.

b. When troops cannot leave within the above stated period and it is necessary for them to leave prior to midnight in order to arrive in camp prior to noon of the opening day of the encampment, they will be authorized one additional day each way for travel from home station to camp and return, but in all not to exceed 17 days for their camp period including travel.

c. All troops whether starting before or after midnight should leave their home stations, where transportation facilities permit, at such an hour as will place them in camp early in the day. The return movement should be started at such an hour as will place all troops at their home stations within the 15 or 17 day period for which payment is authorized.

*Advance and rear detachments.*

2. When there is urgent need of sending an advance detail to prepare camp or for leaving one behind to close it, not to exceed the following will be authorized:

a. For regimental or similar organizations, either one of the following:

(1) Service company, less the band, or

(2) At the rate of one officer for each battalion and three enlisted men for each company. They may be taken from any or all companies.

b. One officer and three enlisted men for each separate company, or similar unit.

c. For camps for brigades or larger groups, in addition to the allowance above authorized, not to exceed two staff officers and six enlisted men for each brigade is authorized.

d. The above details may be used for not to exceed two days in advance of and two days after close of camp. These days are additional and not a part of the 15-17 day periods.

*Estimates of strength attending camps.*

3. No State has all units filled to peace strength and it is therefore certain that no State will send all units to camp with such strengths. To submit an estimate based on peace strength attendance is to deprive some States of the use of funds badly needed for training activities, as the overestimate and unused funds, particularly during the latter part of the fiscal year, are not known until too late to transfer same, and the funds are lost for National Guard training purposes. Approximately 94% of the officers and 81% of the enlisted men attended camps during 1924.

4. Attendance estimates for units attending camps should be based upon the strength actually attending in 1924 plus 5% for a reasonable increase. An estimate of 5% increase over last year in the attendance of each unit should provide ample funds for its organization or State. It is not the desire of the Bureau to restrict attendance in any way and in the event that approval estimates do not provide sufficient funds, a supplemental estimate may be submitted.

a. Estimates for newly organized units, which have never attended camps, should provide for the anticipated strength reasonably expected to attend camp.

5. Estimates for improvements or preparation of camp sites in excess of \$500 must not be included in estimates for camps.

6. *Estimates for rental of lands for camp sites or target ranges:* All such estimates where the rental is at the rate of \$500 or more per annum, for the rental of land, must not be included with 15-day or other camp estimates; but will be submitted separately, as they must be presented to the Federal Realty Board for approval.

7. When it has been determined and approved where and when organizations are to hold their 15-day camps, it is desirable that estimates be submitted at the earliest practicable date in order that all details may be satisfactorily adjusted and any avoidable discrepancies corrected in the interests of all.

a. The estimates and details for camps to be held subsequent to July 1, 1925, should be completed and submitted for authorization, so that upon the passage of the appropriation act for the fiscal year 1926, final approval can be authorized by wire.

8. All estimates will be submitted through the Corps Area Commander for his remark and recommendation.

GEO. C. RICKARDS.  
Major General,  
Chief, Militia Bureau.

2. The following communication from Finance Officer, U. S. A., Philadelphia, relative to pay of officers belonging to National Guard organizations, is published for the information of all concerned:

February 28, 1925.

The Adjutant General,

Pennsylvania National Guard,

Harrisburg, Pa.

1. Attention is invited to letter of this office dated December 4, 1924, published on page 7, Bulletin No. 9, The Adjutant

General's Office, paragraph 1 (a) as follows:

"(a) Organizations must be maintained at all times, after the first six months of Federal recognition at not less than the minimum maintenance enlisted strength." In this connection, attention is invited to Circular letter No. 2, Militia Bureau dated January 13, 1925, as follows:

**ARMORY DRILL PAY OF CAPTAINS AND LIEUTENANTS BELONGING TO ORGANIZATIONS.**

"There has been considerable misunderstanding as to the interpretation to be given to paragraph 928 (a), National Guard Regulations, as amended by Changes No. 19, October 1, 1924. The particular question involved is whether captains and lieutenants belonging to organizations are entitled to armory drill pay if the requirements prescribed by paragraph 928 (a), as amended by Changes No. 19, are met, but the organizations fail to maintain the minimum enlisted strength prescribed in paragraph 110-c, National Guard Regulations, as amended by Changes No. 19.

"Changes No. 19 eliminated from paragraphs 111a and 928 (a) the requirement that an organization must maintain the minimum enlisted strength prescribed by paragraph 110 c to entitle the officers belonging thereto to armory drill pay. The purpose of this elimination was to make possible the payment of armory drill pay to captains and lieutenants belonging to organizations which do not have the prescribed minimum enlisted strength, provided such officers otherwise comply with the requirements for armory drill pay. The provisions of paragraph 110 c do not operate to deprive such officers of armory drill pay if the requirements of paragraph 928 (a), as amended by Changes No. 19, are met. The requirement of paragraph 110 c, as amended by Changes No. 19, of the maintenance of a minimum enlisted strength is simply for the purpose of determining whether federal recognition of an organization is to be continued or withdrawn. Failure to maintain the prescribed strength does not affect the right of officers to armory drill pay so long as federal recognition continues. (MB 240.91 Gen.-37)."

2. The requirement that an organization must be maintained at all times after the first six months of federal recognition, at not less than the minimum maintenance enlisted strength was the interpretation in force at the time the letter dated December 4, 1924 was forwarded to your office; however, under Changes No. 19, National Guard Regulations, dated October 1, 1924, the failure of an organization to maintain the prescribed strength does not affect the right of the officers of such organization to armory drill pay, and is effective from the date of such changes, i. e. October 1, 1924.

S. B. MCINTYRE,  
*Lt. Colonel, Finance Department,  
Finance Officer, U. S. A.*

3. The following communication from the Recruiting Officer, Third Corps Area, is published for information of unit commanders:

**HEADQUARTERS THIRD CORPS AREA**  
**UNITED STATES ARMY**  
Office of the Corps Area Recruiting Officer,  
Baltimore, Maryland.



March 2, 1925.

## Memorandum to District Recruiting Officers:

It is our duty to help keep the National Guard up to full strength. Enlistment of National Guardsmen in the Regular Army will be discouraged. Whenever the enlistment of a National Guardsman is made for the Regular Army the following regulations will govern:

"364. Enlisted men of the National Guard shall not be enlisted in the Regular Army unless a discharge in writing from the National Guard authorities of a State has been duly prepared.

"365. When an enlisted man of the National Guard applies for enlistment in the Regular Army and the State authorities authorize his discharge from the National Guard for this purpose, the Adjutant General of the State shall send the discharge certificate to the Recruiting Officer to whom the applicant has applied for enlistment. If the applicant is accepted for the Regular Army, the Recruiting Officer will forward the discharge by mail to the Recruit Depot or point where the enlistment of the applicant is accomplished. In case the applicant is not accepted for enlistment or fails to present himself for actual enlistment after acceptance, the officer concerned, who has in his possession the discharge certificate when the case is finally settled, will return the discharge certificate to the Adjutant General of the State, notifying him that the applicant was not enlisted in the Regular Army, and has not been discharged from the National Guard.

"366. When the applicant is actually enlisted in the Regular Army, the enlisting officer will personally hand him his discharge from the National Guard of the State, and notify the Adjutant General of the State that he has been discharged and enlisted in the Regular Army. Recruiting Officers should correspond direct with the Adjutant General of the State on this subject." (National Guard Regulations, 1922)

J. P. O'NEIL.  
Corps Recruiting Officer.

4. The following communication of the Militia Bureau relative to observance of Mother's Day, Sunday, May 10th, 1925, and the request of the Secretary of War, should be carried out by every soldier of the Pennsylvania National Guard absent from home:

## WAR DEPARTMENT.

## MILITIA BUREAU,

Washington.

March 19, 1925.

Subject: Observation of Mother's Day.

To: The Adjutant General of Pennsylvania.

It is requested that you bring to the attention of every officer and enlisted man of the National Guard of your state, the desire of the Secretary of War that each officer and enlisted man write a letter to his home, if absent therefrom on Mother's Day, the second Sunday in May, May 10th, 1925, as an expression of the love and reverence we owe to the mothers of our country.

For the Chief, Militia Bureau:

L. W. PRUNTY,  
Lt. Col., Cav., M. B.,  
Assistant.



5. The following Circulars of the Militia Bureau are published for the information and guidance of all concerned:

MILITIA BUREAU,  
WAR DEPARTMENT.

Washington.

CIRCULAR NO. 6.  
A-5

February 12, 1925.

- Section I. RECORD OF ALCOHOL, ALCOHOLIC LIQUORS AND NARCOTICS.
- Section II. SILK COLORS AND STANDARDS—WHEN USED AND WHEN NOT AUTHORIZED.
- Section III. MAINTENANCE STRENGTHS FOR BATTALIONS HEADQUARTERS DETACHMENTS AND REGIMENTAL HEADQUARTERS BATTERIES, COAST ARTILLERY (H. D.)
- Section IV. VALUE OF RATION FOR ENLISTED MEN ON FURLOUGH.
- Section V. STRENGTH OF BAND SECTIONS.

I. *Record of alcohol, alcoholic liquors, and narcotics.*

1. A record will be kept of alcohol, alcoholic liquors and medicines containing opium or any of the salts, derivatives or preparations of opium or cocoa leaves, by Property and Disbursing Officers and by all other officers of the National Guard to whom such supplies are issued in their official capacity.

2. The record of the Property and Disbursing Officer will list each item separately, as, "Morphinae sulphus, powder", "morphinae sulphus, hypo-tablets, 10 mgms", showing the form in which the alcoholic liquor, or drug, is received and issued.

3. Once each six months, a balance will be struck, the quantity remaining on hand will be verified, by the Property and Disbursing Officer, and the facts noted over his signature.

4. In the case of organizations to which alcoholic liquors and narcotics are issued, they will be used during Field Service only, and a record will be kept by the officer who is responsible for the property, showing the date of the receipt, voucher number and amount of each item listed separately as above, and the date and amount of each expenditure. These expenditures will be supported by a permanent record kept in a blank book, showing the name of the person for whom prescribed, the preparation, amount prescribed and the date, and initialed by the officer prescribing the alcoholic liquor or narcotic. Once each six months, a balance will be struck, the quantity remaining on hand will be verified by the accountable officer, and the facts noted over his signature.

5. These records will be subject to inspection by superior officers and inspectors at all times.

6. Active poisons, alcohol, alcoholic liquors and all habit forming drugs, will be kept under lock and key. (43S(Alcoholic)-1).

II. *Silk colors and standards—when used and when not authorized.*

The following indorsement is quoted for the information of all concerned:

"AG 424.5 (11-10-24) Misc.—D

"War Department, AGO, January 27, 1925. To The Chief, Militia Bureau.

"1. A careful examination of the wording of paragraphs 2b and d, A. R. 260-10 indicates that these paragraphs as written are certainly misleading and subject to different interpretation, \* \* \* if not positively contradictory.

"2. The intent of the regulation is that the silk colors or standards will be carried on all occasions of ceremony when the regimental headquarters is present or represented, even if the entire regiment is not present and it is represented by only two or more companies. The essential thing is that whatever portion of the regiment is present it represents the regiment as such.

"3. In the case in question paragraph 2 d, A. R. 260-10 should govern, as a battalion of a regiment is a 'unit for which the service color or standard only is authorized' and when parading as a battalion and not representing the regiment it should carry the service color or standard.

"4. When A. R. 260-10 is next revised these paragraphs will be rewritten, so as to make this meaning clear.

By order of the Secretary of War:

H. H. TEBBETTS,  
Adjutant General".

(424(Colors)-1)

### III. *Maintenance strengths for Battalion Headquarters Detachments and Regimental Headquarters Batteries, Coast Artillery (H. D.).*

1. The following enlisted maintenance strengths for Battalion Headquarters Detachments and Regimental Headquarters Batteries, Coast Artillery (Harbor Defense) are prescribed:

(a) Separate Battalion Headquarters Detachment:

1. For a battalion of two batteries 8
2. For a battalion of three " 22
3. For a battalion of four " 29

(b) Regimental Headquarters Battery—50 enlisted men.

2. Paragraph 1, Section I, Circular No. 34, 1924, is hereby amended by adding the following:

Coast Artillery (Harbor Defense).  
Headquarters Battery

(less Band)	Band
*R 31	19
**M 31	19
†P 45-83	31
*R Recognition strength.	
**M Maintenance strength.	
†Peace strength.	

(325, 44-Gen-11).

### IV. *Value of ration for enlisted men on furlough.*

1. Under decision of The Comptroller General of June 30, 1924 (Ms. A-27779) enlisted men on furlough are entitled to only the commuted value of the garrison ration, 30 cents per day, and not to commutation of rations at the rate of \$1.20 per day. The decision of The Comptroller General states that:

"The intention of the annual appropriation acts is to give effect to the provision that all enlisted men of the Army shall be entitled to one ration daily, and that ration is of the same value while on furlough whether the man is receiving rations in kind or is receiving an allowance for quarters and subsistence prior to going on furlough. There is no authority in the law to fix different rates because of the status of the man when going on furlough.

He is entitled to the regulation allowance of one ration.

\* \* \* The law requires that the regulation allowance for commutation of rations while on furlough be the same in case of all enlisted men, and the regulation authorizing to enlisted men while on furlough allowances payable only while an enlisted man is on duty is not in conformity with law".

2. The above decision has application to sergeants of the Regular Army on duty with the National Guard as instructors, and Property and Disbursing Officers will make no further payments to enlisted men on furlough at rates in excess of the commuted value of the garrison ration (30c per day), and any such payments made on and after March 3, 1924, will be collected. (430.2 Gen-1).

#### V. *Strength of Band Sections.*

Section I, Militia Bureau Circular No. 7 B, 1924, and Section I, Militia Bureau Circular No. 18 B, 1924, are rescinded and the following substituted therefor:

1. A Band Section will be considered as a separate organization so far as concerns its armory drill pay and may be enrolled to its maximum authorized strength under the condition that the increase in its strength shall not reduce the maintenance strength prescribed for the remainder of the unit of which it forms a part.

2. Effective April 1, 1925, the respective recognition, maintenance and peace strengths prescribed in Circular 34, 1924, as amended, for Bands, and for Service Companies, Infantry and Medical Regiments; Service Troops, Cavalry Regiments; Service Batteries, Field Artillery, Antiaircraft and Coast Artillery (155-mm. Gun) Regiments; Headquarters and Service Companies, Engineer Regiments; and Headquarters Batteries, Coast Artillery (Harbor Defense) Regiments, each less its Band Section, when organized at a separate station are hereby prescribed for these subdivisions when organized at a single station. (322.16-Gen-1).

By order of the Secretary of War:

GEO. C. RICKARDS,  
Major General,  
Chief, Militia Bureau.

Official:

L. W. PRUNTY,  
Lt. Col. Cav., M. B.,  
Assistant.

(NOTE:—All provisions in this circular regarding strength of organizations are voided by the order of the Secretary of War as published in letter from this office dated April 16, 1925.—*Adj. Gen. of Penna.*)

### WAR DEPARTMENT.

#### MILITIA BUREAU,

Washington.

February 19, 1925.

CIRCULAR NO. 7.

A-6

Section I.	LIST OF PRINCIPAL ORDNANCE SUPPLIES AND SERIAL NUMBERS OF SMALL ARMS.
Section II.	REPORT OF TRANSFER OF FIREARMS.
Section III.	UNIFORM INSIGNIA FOR CHIEFS OF STAFF AND ASSISTANT CHIEFS OF STAFF, NATIONAL GUARD DIVISION.

I. *List of principal ordnance supplies and serial numbers of small arms.*

1. Circular No. 20-A-12, M. B., June 27, 1924, is hereby rescinded.

2. The List of Principal Ordnance Supplies O. O. Form No. 87-C, and its accompanying report showing the serial numbers of small arms will be rendered annually hereafter.

3. In the future the Adjutant General of each State, Territory and District of Columbia will render this report as of March 1st, each year and forward same to Corps Area Commander. It will contain:

(a) Ordnance office form 87-C in triplicate, a consolidated list of principal ordnance supplies, Groups A to G, inclusive, under the direct supervision of the United States Property and Disbursing Officer and those in possession of the organization commanders which were formerly reported on Ordnance form 87-B.

(b) Ordnance form 87-A in triplicate, the list of principal ordnance supplies, ammunition, under the direct supervision of the United States Property and Disbursing Officer and organization commanders. In order that this information may be used to locate unserviceable ammunition and reduce the possibility of accidents, the stock of ammunition on hand in units and in State arsenals will be reported by location, quantity and lot number. These reports will be made only after personal verification of the ammunition by the responsible officers. The consolidated report of this material comprising groups P to W inclusive, will be submitted in triplicate on form 87-C.

4. When record is made of serial numbers of small arms on any paper, the manufacturer's initials or an abbreviation of the manufacturer's name will appear after the serial numbers, for example, a pistol manufactured by the Colt Company will be recorded "(No.)-Colt's", a revolver, manufactured by Smith and Wesson Co., "(No.)—S. W.", a rifle, M-1903, manufactured at Rock Island Arsenal "(No.)—R. I. A.", etc.

5. The small arms referred to for which a list of serial numbers is required are as follows:

U. S. rifle, caliber .30 M1903 and M1917.

Colt Automatic pistol, caliber .45 M1911.

Colt and S & W revolver, caliber .45 M1917.

Browning automatic rifle, caliber .30 M1918.

Shot Guns (all types).

6. The necessary forms required for the rendition of the report directed in Paragraph 3, will be obtained from the Corps Area Commander. (MB 143 Ord. General-1).

II. *Report of transfer of firearms.*

Whenever there is a transfer of firearms from the United States Property and Disbursing Officer to organizations, or from one organization to another within the State; or from an organization to the United States Property and Disbursing Officer; or from the United States Property and Disbursing Officer or organization direct to a federal depot or arsenal for repairs; or as a result of approved report of survey, a copy of shipping ticket covering such transfer and including serial numbers and names or initials of manufacturers of all such firearms, will be mailed promptly to the Corps Area by the Adjutant General of the State, Territory or District of Columbia, for use of the Corps Area Ordnance Officer in making necessary changes on consolidated record of serial numbers of firearms (as prescribed in General Orders 36, War Department, 1922). A report also will be furnished promptly to the Corps Area Commander by the Adjutant General of the State, Territory or District of Columbia by letter giving serial numbers and names or initials of manufacturers of any fire-arms lost or destroyed and for which reimbursement has been effected, or for which accountability has been terminated. (MB 143 Ord. General-1).



### III. *Uniform insignia for chiefs of staff and assistant chiefs of Staff, National Guard Divisions.*

1. The National Guard has no general staff corps, therefore general staff officers of National Guard divisions cannot be federally recognized as general staff officers. Such officers as are necessary for Chiefs of Staff and Assistant Chiefs of Staff of National Guard divisions are commissioned in the branch in which qualified and then detailed to places on divisional staffs.

2. In view of the foregoing, Chiefs of Staff and assistant Chiefs of Staff of National Guard divisions will wear the general staff collar insignia but not the black sleeve braid. (421 (Insignia) Gen.-3).

By order of the Secretary of War,

GEO. C. RICKARDS,  
*Major General,  
Chief Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col. Cavalry, M.B.,  
Assistant.*

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#### WAR DEPARTMENT.

#### MILITIA BUREAU,

Washington.

February 26, 1925.

CIRCULAR NO. 8.  
A-7.

#### SUBSISTENCE AND RENTAL ALLOWANCES TO NATIONAL GUARD OFFICERS.

1. The following manuscript decision of The Comptroller General of the United States dated February 6, 1925 (A-6262), is published for the information and guidance of all concerned:

"The Honorable  
The Secretary of War.

"Sir:

"There has been received your letter of January 15, 1925, asking for reconsideration of decision of December 27, 1924, in which it was held that, quoting the syllabus  
\* \* \* \* officers of the National Guard attending encampments under section 94, or camps of instruction under section 97, of the National Defense Act, 39 Stat. 206 and 207, for periods of three months or less under service schools for periods of three months or less under section 99 of the National Defense Act, 42 Stat. 1635, are, under section 6 of the Act of June 10, 1922, as amended by section 2 of the Act of May 31, 1924, 43 Stat. 259, and the Executive order of August 13, 1924, pursuant thereto, entitled to rental allowance, the station assigned for the training period not being a permanent station."

"Your letter states that while the three months' limitation placed on courses at service schools under section 99 would be adequate in a majority of cases, several of these courses exceed that period, the flying course at Brooks Field, Texas, being for a period of four months,

the course at the Command and General Staff School, Ft. Leavenworth, Kansas, being for a period of three months and ten days, and in some other courses the three months' period is exceeded by several days.

"The basic condition must be attendance at a military service school to pursue a regular course of study as authorized by section 99, 42 Stat. 1035. The enactment does not limit the period of the study and obviously this is dependent to some extent upon the course of study. The decision of December 27, 1924, called attention thereto and that for the purposes of the decision which concerned rental allowance it will be understood orders to such active duty under section 99 will fix a period not in excess of three months. This must be the general rule, but there may be the exceptional case of minor variation from the period of three months by reason of the length of the course of the particular school and where that is stated in the order, the service may be considered as temporary duty within the decision in question. The instances given in the submission of four months, three months and ten days and also several days in excess of three months are understood as representing the maximum of variation from three months and action will be governed accordingly."

2. In view of the provisions of the foregoing decision and of the decision of December 27, 1924, (published in Militia Bureau Circular No. 47 A-25 dated December 31, 1924), all State orders directing the attendance of National Guard officers at service schools should show the authorized period of attendance in each case. Orders previously issued for attendance at service schools now being held should be corrected to show such authorized period of attendance if this information does not appear therein.

M. B. 245.81 General-7.

By order of the Secretary of War:

GEO. C. RICKARDS.

*Major General,  
Chief, Militia Bureau.*

Official:

L. W. PRUNTY,

*Lieut. Col., Cavalry, M. B.,  
Assistant.*

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WAR DEPARTMENT.

MILITIA BUREAU,

Washington.

March 21, 1925.

CIRCULAR NO. 9.

A-8.

- SECTION I. TRAVEL ON TRANSPORTATION REQUESTS.
- SECTION II. REDESIGNATION OF NATIONAL GUARD FIELD ARTILLERY UNIT.
- SECTION III. DATE OF RECOGNITION OF HEAD-QUARTERS OF UNITS.

1. *Travel on Transportation Requests.* In a manuscript decision of The Comptroller General, dated December 30, 1924 (A-6143-6144-6145), relative to the matter of officers of the National



Guard traveling to and from encampments and maneuvers and camps of instruction under sections 94 and 97 of the National Defense Act, it was held that:

"Officers of the National Guard attending encampments under section 94 or camps of instruction under section 97 of the National Defense Act are not entitled to mileage. Having had a decision on March 26, 1924, that mileage was not payable for this travel and there having been no change in the law your submission of three vouchers for decision of the precise question decided would seem not to have been necessary.

"There is a possible question in the case of \* \* \*, who was issued transportation requests for the journey and who returned them unused having made the travel by automobile. He was offered transportation and apparently declined to use it. He is not entitled to mileage *nor is he entitled to commute the transportation authorized by law and offered in the amount it would have cost the the Government had transportation request been used.*"

From the foregoing it will be noted that where an officer is proffered transportation requests and does not make use of the same, he is not entitled to reimbursement in any form to cover the cost of travel. All travel to and from encampments, four-day schools and rifle competitions should therefore be made on transportation requests and no reimbursement for other means of travel will be made unless prior specific authority is obtained from this Bureau. (M-553.4-Gen-11).

## II. *Redesignation of National Guard Field Artillery Unit.*

In accordance with the terminology of the new Tables of Organization for field artillery all units now designated as "Headquarters Detachment and Combat Train" of Field Artillery Regiments are redesignated as "Headquarters Battery and Combat Train" of Field Artillery Regiments. (MB 325.455-Gen-1)

## III. *Date of recognition of Headquarters of Units.*

Section II, Circular No. 34, M. B. 1924, is amended to read as follows:

The date of recognition for headquarters is the date of recognition of the first major of a battalion, cavalry squadron, trains or special troops; the first colonel of a regiment except when a lieutenant colonel is appointed before any colonel in which case the date of recognition of the regiment is that of the lieutenant colonel; the first officer of a brigade headquarters; and the first officer of a division headquarters." (M. B. 325.4-Gen-7)

By order of the Secretary of War:

GEO. C. RICKARDS,  
Major General,  
Chief, Militia Bureau.

Official:

L. W. PRUNTY,  
Lieut. Col., Cavalry, M. B.,  
Assistant.

(NOTE:—General orders will be published relative to redesignation of unit referred to in paragraph 2, Circular No. 9, M. B., change to be effective May 1, 1925.—Adj. Gen. of Penna.)

WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

March 24, 1925.

CIRCULAR NO. 10.  
A-9 .

PAY AND REENLISTMENT OF MEN OVER 45 YEARS  
OF AGE.

In Section III, Circular No. 32, Militia Bureau, September 27, 1924, attention was invited to a decision of the Comptroller General, dated August 30, 1924, holding that enlisted men of the National Guard who are over 45 years of age are not entitled to pay from federal funds for the performance of National Guard duties. In this connection it was stated that the Militia Bureau would endeavor to secure an amendment to the National Defense Act to authorize the re-enlistment of men between the ages of 45 and 64 years of age, and to validate payments made to enlisted men within these age limits. Such amendment was enacted on February 28, 1925, in the form of a change in section 58, National Defense Act, and that section now reads as follows:

"Section 58. COMPOSITION OF THE NATIONAL GUARD.—The National Guard shall consist of regularly enlisted men who upon original enlistment shall be not less than eighteen nor more than forty-five years of age, or who in subsequent enlistments shall not be more than sixty-four years of age, organized, armed, and equipped as hereinafter provided, and of commissioned officers and warrant officers between the ages of twenty-one and sixty-four years: Provided, That in cases of appointments of warrant officers or enlistments made in accordance with National Guard Regulations, no payments heretofore made to such warrant officers and enlisted men for participating in exercises or performing the duties described in sections 92, 94, 97, and 99 of the National Defense Act of June 6, 1916, as amended, or any bona fide claim therefor, shall be held or considered invalid because such warrant officer or enlisted man was of an age greater than forty-five years at the time of his appointment or enlistment or at the time of the performance of such duties." (M. B. 240.91-Gen-44)

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

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WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

March 24, 1925.

CIRCULAR NO. 11.  
A-10.

# ARMORY DRILL PAY OF OFFICERS OF HEADQUARTERS COMPANIES, INFANTRY BATTALIONS AND BRIGADES.

1. In T. O. 27 NG—Headquarters and Headquarters Company, Infantry Battalion, Organization Tables—National Guard, approved February 10, 1925, and effective April 1, 1925, there are provided for the Headquarters Company, one first lieutenant and one second lieutenant. The first lieutenant commands the company and in addition performs the duties of battalion staff, his primary duty being that of company commander. The second lieutenant is a company officer and has no staff duties. Both officers are line officers commissioned and federally recognized in the infantry, and belong to the Headquarters Company and *not* to the Battalion Headquarters.

2. The Comptroller General in decisions construing the previous status of these officers has held that they were staff officers and that for the purpose of armory drill pay they were entitled to such pay as lieutenants not belonging to organizations. In view of the facts stated in paragraph 1 above, it is the opinion of the Militia Bureau that beginning April 1, 1925, these officers are entitled to armory drill pay as lieutenants belonging to organizations and that the decisions of the Comptroller General referred to above no longer apply. To be entitled to armory drill pay such officers, beginning April 1, 1925, should comply with the provisions of paragraph 928 (a), National Guard Regulations, 1922, as amended by Changes No. 19 and 23, dated October 1, 1924, and February 17, 1925, respectively.

3. The same principles apply to the captain and second lieutenant provided for the Headquarters Company, Infantry Brigade, in T. O. 22 NG.—Headquarters and Headquarters Company, Infantry Brigade, Organizations Tables—National Guard, approved February 10, 1925, and effective April 1, 1925. These officers are line officers commissioned and federally recognized in the infantry. They belong to the Headquarters Company and they have no staff duties. It is the opinion of this Bureau that beginning April 1, 1925, they are entitled to armory drill pay as officers belonging to an organization under the provisions of paragraph 928 (a), National Guard Regulations, as amended.

4. When new Tables of Organizations are issued for National Guard headquarters units of other arms of the service, the same principles will be carried into effect in such tables. (M.B. 240.91-Gen.45).

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

CIRCULAR NO. 12.

A-11.

WAR DEPARTMENT.

MILITIA BUREAU,

Washington.

March 27, 1925.

ALLOWANCES OF HORSES FOR THE TRAINING OF  
MOUNTED AND HORSE-DRAWN UNITS OF THE  
NATIONAL GUARD.

1. Appropriations for the fiscal years 1925 and 1926 provide no funds for the purchase of animals for the National Guard, but there are sufficient funds in prospect to provide forage and caretakers for a few additional animals for those units which are now considerably below their required quota of horses.

2. In order that as many units as possible may have animals available for training purposes, the following allowances of horses to be foraged and cared for at Government expense is published for the information and guidance of all concerned:

a. When a single mounted or horse-drawn unit occupies an armory, the allowances of horses given in the following table will govern:

All types of Cavalry troops	32
All other Cavalry units	10
Gun batteries of horse-drawn Field Art.	32
All other horse-drawn Field Artillery units	16
Mounted combat engineer companies	16
Signal Companies, Infantry Division	10
Signal Troops, Cavalry Division	16

b. When more than one unit of the same branch is quartered in a single armory, the unit allowed the largest number of animals in the above table, for purposes of computation, will be considered first and will be given the full number of animals listed above, while all other units grouped with it will be entitled to only 50 percent of the allowances set forth in the above table, provided that in no instance will the total allowances of animals assigned to units of the same branch quartered in a single armory exceed 96.

c. When units of more than one branch are quartered in a single armory, the authorized allowance of animals for any given branch will be computed as in subparagraph *b* above, each branch being considered as occupying a separate armory.

3. Horses provided for the use of more than one unit should be apportioned as equitably as possible among all the units grouped in a single armory in order that each may have its own horses for use outside of drill periods. All horses assigned to units of the same branch and quartered in a single armory will be under the control of the senior line officer of that branch on duty at the armory and will be pooled under his supervision for the use of the different units of that branch during their drill periods. They will also be pooled to insure the most economical employment of caretakers.

4. In applying the provisions of this circular to units having at present a greater number of horses than that authorized in paragraph 2 above, such units will be permitted to retain all animals that have been accepted by the Militia Bureau until the surplus has been absorbed.

5. The procedure to be followed in acquiring additional horses will be that prescribed by paragraphs 948 to 957, inclusive, National Guard Regulations, 1922, as amended. As any increase in the number of animals to be foraged and cared for at Government expense will be governed by the state of the funds available for this purpose, horses should not be purchased with a view to having them maintained at Government expense until authority therefor has first been obtained from the Militia Bureau. (M. B. 454.1 Gen-7).

By order of the Secretary of War:

GEO. C. RICKARDS.

*Major General,  
Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,  
Assistant.*



## WAR DEPARTMENT.

## MILITIA BUREAU,

Washington.

March 30, 1925.

## CIRCULAR NO. 13.

B.

## SLEEPING CAR AND SIMILAR ACCOMMODATIONS.

1. The provisions of A. R. 30-925, June 1, 1923, are applicable to the National Guard while the latter is in State service, in all instances where sleeping car and similar accommodations are provided at the expense of Militia Bureau funds.

2. Considerable difficulty has been experienced in the settlement of transportation accounts involving travel, due to non-observance of the following provisions of A. R. 30-925, paragraph 1, b:

"(2) (a) Enlisted men other than none commissioned officers, applicants for enlistment, rejected applicants for enlistment, and civilian employees in the military service not specified in a (1) (f) above, when traveling under orders without troops and when the journey exceeds 12 hours and is scheduled to terminate after midnight, are entitled to a berth in a tourist sleeping car, except that when the number is three or more, accommodations will be furnished on the following basis:

One man to be placed in one upper berth.

Two men to be placed in one lower berth.

Three men to be placed in one lower berth and one upper berth.

Four men to be placed in two lower berths.

Five men to be placed in two lower berths and one upper berth.

Six men to be placed in three lower berths.

Seven men to be placed in three lower berths and one upper berth.

Eight men to be placed in four lower berths.

In excess of eight men, on the same basis with a view to securing the most economical accommodations.

(b) When upper berths are prescribed in (a) above, they will be furnished, if available; if not available, lower berths may be furnished instead.

(c) Standard sleeping car accommodations will not be furnished except over such transportation lines, or parts thereof, involved in the journey as are not equipped with tourist-car accommodations.

(3) (a) When the journey involves spending a night on the train, tourist sleeping cars will be provided for troops on the basis of three men to a section for the full capacity of the car, but when the number of persons is less than the full capacity of the car, or when the chartering of tourist sleepers is not justified (paragraph 10), sleeping car accommodations will be furnished on the basis prescribed in (2) (a) above.

(b) In such cases, tourist accommodations will be furnished, if available; if not available, standard accommodations may be furnished.

(c) See paragraph 9 as to accommodations for officers traveling with troops."

3. It is emphasized that where the full capacity of a car is required, accommodations will be furnished on the basis of three (3) men to a section. In car or cars at full capacity do not



accommodate all of the troops involved in the movement, those troops in excess of the capacity of the car or cars, will be accommodated by assigning the number of men involved but not sufficient to fill a car to capacity on the basis of two (2) men to a lower berth, utilizing only lower berths, except where after assigning two (2) men to a lower berth an odd man remains, this man will be assigned an upper berth.

4. In view of the approaching encampment season, it is requested that the State Military authorities who will be concerned in the arrangement of troop movements, make a careful study of A. R. 30-925, inasmuch as any excess charges to the Government resulting through failure to comply with the provisions of the Army Regulations referred to, will be collected from the officer responsible for the distribution of troops in Pullman cars. (M. B. 553.4 Gen- 12).

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

## CIRCULAR NO. 14.

B

### WAR DEPARTMENT.

#### MILITIA BUREAU,

Washington.

March 31, 1925.

#### SECTION I. EXPENDITURE OF STATE FUNDS ON CAMP SITES ON U. S. MILITARY RESERVATIONS.

#### SECTION II. POLICY WITH RESPECT TO THE RECOGNITION OF NEW UNITS.

##### I. *Expenditure of State Funds on Camp Sites on U. S. Military Reservations.*

1. The question has arisen as to the advisability of permitting States to expend State funds on camp sites at military reservations under Regular Army control, which are used by both the Regular Army and the National Guard.

2. The Secretary of War does not favorably consider the granting of exclusive rights to individual States on military reservations which are used by the Regular Army and also by units of other States. It is considered that the needs of the Regular Army are paramount and that the terrain to be used for camps and as training areas should be as determined by the local Regular Army Commander.

3. With regard to the expenditure of State funds at these camps, it is readily understood that States will not desire to spend their own funds on camp sites located on Federal reservations unless they can be assured that they will be allowed the full benefit of such expenditures. In the future, however, such expenditures will not be permitted on Federal reservations which are used by the Regular Army and units of the National Guard of other States. (M. B. 684-1 Gen-11)

## II. Policy with Respect to the Recognition of New Units.

1. The policy published in letter from this Bureau to the State Adjutants General dated July 25, 1924, (M. B. 325.4-Gen-4), respecting the general suspension of the recognition of new units is modified to permit the recognition of a unit to take the place of another unit disbanded, provided both the disbandment and the new organization are requested at the same time, and provided further that the transactions will involve no considerable cost from Militia Bureau funds.

2. This applies not only to the organization of a new unit with the same designation as the unit disbanded, and to the conversion of an existing unit to another of a different type, but also to the organization of an entirely new unit of any type as an offset against the unit disbanded. (M. B. 325.4-Gen-4).

By order of the Secretary of War:

GEO. C. RICKARDS,  
Major General,  
Chief, Militia Bureau.

Official:

L. W. PRUNTY,  
Lieut. Col., Cavalry, M. B.,  
Assistant.

6. The index to Militia Bureau Circulars of 1924 is included herewith as a matter of convenience and for reference purposes:

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By order of GIFFORD PINCHOT,  
Governor and Commander-in-Chief,  
F. D. BEARY,  
The Adjutant General.

Official :

.....  
Adjutant.



COMMONWEALTH OF PENNSYLVANIA,  
THE ADJUTANT GENERAL'S OFFICE,  
Harrisburg, Pa., *June 20, 1925.*

Bulletin }  
No. 3. }

1. Inquiry was made of Militia Bureau as to regulations or instructions prescribing the use of field desks at battalion and regimental headquarters, and under date of May 7, 1925, the Adjutant General was advised that no regulations exist governing the use of Battalion or Regimental Field Desks and the instructions contained in Special Regulations No. 57 for Company Field Desks are now under consideration for revision by the Militia Bureau, and endeavor will be made to include therein instructions covering the use of Battalion and Regimental Field Desks.

2. The following memorandum of the War Department is deemed of sufficient interest to be published for information of accountable officers of the Pennsylvania National Guard:

WAR DEPARTMENT.  
OFFICE OF CHIEF OF FINANCE,  
Washington,

December 3, 1924.

FINANCE MEMORANDUM }  
No. 46 }

*Collection on account of Lost or Damaged National Guard Property.* From the great number of cases coming to the attention of this office in which undelivered checks drawn in favor of National Guard members who are indebted for National Guard Property are handled erroneously and in which collections on account of lost or damaged National Guard property are erroneously deposited, it is apparent that many disbursing officers handling such matters do not have a clear conception of the requirements. The following general principles and instructions are, therefore, published for the information and guidance of all concerned:

1. *Appropriations to be credited.* All moneys collected on account of lost, damaged or destroyed Military property issued to the National Guard, shall be credited to the appropriation "Arms, Uniforms, Equipment, etc., for Field Service, National Guard" for the fiscal year current at the time of collection, and for credit of the State, Territory, or District of Columbia, accountable for said property, (or to "Miscellaneous Receipts" if the property involved was originally issued to the National Guard without charge). See Section II, Finance Memorandum No. 21, 1924, and 1 Comp. Gen. 471.

*Note.* For the purpose of determining the fiscal year current at the time of collection, the date of settlement of the supplemental roll is to be considered "the time of collection" in all cases in which supplemental roll is prepared. When the check is cancelled or applied against an indebtedness and the amount taken up directly as a credit to the appropriation indicated above without preparation of a supplemental roll, the date of cancellation or application of the check will be considered "the time of collection."

2. *Conditions requiring disposition of undelivered checks.* The conditions requiring disposition of undelivered checks in connection with collections for National Guard property, are, for the purposes of this memorandum, classified as follows:

a. When the officer who drew the check is no longer disbursing at the station.

b. When the officer who drew the check is still disbursing at the same station, and

(1) The payee (regardless of whether or not he is a deserter) is indebted to the United States for the full amount of the check:

(2) The payee is not a deserter and is indebted to the United States for an amount less than that of the check:

(3) The payee is *in fact* a deserter and is indebted to the United States for an amount less than that of the check.

3. *Procedure.* a. Under the conditions outlined in paragraph 2 a, the check or checks will be sent to the General Accounting Office, through the Chief of Finance, accompanied by a letter of transmittal listing the checks, stating the appropriation to be credited, as determined by paragraph 1 hereof. If only part of the check is needed to cover the charge, the letter of transmittal will state whether a supplemental roll has been or is to be prepared.

b. Under the conditions outlined in paragraphs 2 b (1), 2 b (2), and 2 b (3), if the appropriation against which the check was originally drawn has reverted to the surplus fund, the action to be taken will be that prescribed in sub-paragraph a, above.

c. Under the conditions outlined in paragraph 2 b (1), if the appropriations against which the check was drawn has not reverted to the Surplus Fund, the check will be stamped "Payee indebted to United States, Proceeds this check taken up (date), ..... accounts (officer) ....." The amount of the check will be taken up on W. D. Form 324 in the same manner as cancelled checks for credit to the current appropriation A. U. E. for F. S. N. G. (or Miscellaneous Receipts, (See paragraph 1)).

d. Under the conditions outlined in paragraph 2b (2), if the appropriation against which the check was drawn has not reverted to the surplus fund, cancel the check, crediting the amount thereof to the appropriation against which the check was originally drawn, state a supplemental pay roll for the drill pay originally covered by the check and make the collection or the supplemental roll, crediting the collection to the current appropriation A. U. E. for F. S. N. G. (or Miscellaneous Receipts, (See paragraph 1)).

e. Under the conditions outlined in paragraph 2 b (3), if the appropriation against which the check was drawn has not reverted to the Surplus Fund, the check will be stamped as outlined in sub-paragraph c above the amount of the indebtedness to be credited to the current appropriation A. U. E. for F. S. N. G. (or Miscellaneous Receipts, (see Paragraph 1)), and the balance of the check to be credited to Miscellaneous Receipts, fees, fines and penalties.

F. W. COLEMAN,  
Acting Chief of Finance.

3. The following communication of The Surgeon General, Washington, D. C., is published for information of officers of the Medical Corps and unit commanders:

## WAR DEPARTMENT.

Office of The Surgeon General.

Washington,

April 24, 1925.

### CIRCULAR LETTER NO. 26 (SUPPLY No. 5)

Subject: 1 } Unit Equipment-Circular Letter No. 14, S. G. O., 1925.  
2 } Disposition of Unserviceable (Scrap) Gold.

### UNIT EQUIPMENT.

1. If chests on hand under Circular 58, WD, 1923, are not badly depleted, exclusive of deteriorating and quartermaster items, the equipment short, as prescribed therein, will be requisitioned and issued to replenish them. If they are badly depleted, the equipment listed in Circular Letter 14, SGO, c. s., will be requisitioned and issued.

2. Requisitions submitted for replenishment articles of unit equipment will contain information as to which of the above circulars is governing, and the number of unit equipments for which the supplies are required.

3. Where the depleted unit equipment under Circular No. 58, 1923, is on hand, and replenishment equipment under Circular Letter No. 14, SGO, 1925, is being requisitioned, the contents in the discarded unit equipment and other equipment which may be on hand will be used in so far as they are suitable and serviceable.

4. Quartermaster items which cannot be obtained locally without reimbursement should be requisitioned on the distributing medical depot.

5. Deteriorating medical supplies will not be stored in unit equipment. Sufficient of these supplies should be on hand in the storerooms of the different station hospitals, and these items should be obtained from the post medical supply officer when the organization goes into the field. The medical supply officer is authorized to submit requisition for replacement of supplies that have been furnished for unit equipment.

6. Foodstuffs will not be stored in chests for demonstration purposes or for maneuvers. Unit equipment, therefore, will be packed short these items except in instances where they are an absolute necessity, when they will be obtained from quantity on hand or by requisition on medical supply depot.

7. Chests No. 1, 2 and 3 (with contents) listed in Circular Letter No. 14, SGO, 1925, are with slight modifications those shown in paragraphs 932, 933 and 935, MMB, 1916, and commonly known as *Chest Medical and Surgical*, *Chest Medical and Surgical Supplementary*, and *Chest Sterilizer*, respectively. Many stations have one or all of these Chests on hand.

## DISPOSITION OF UNSERVICEABLE (SCRAP) GOLD.

8. Referring to paragraph 7, Circular Letter No. 9 (Dental No. 1), S. G. O., February 6, 1925, all unserviceable (scrap) gold accumulating at a station will, at the discretion of the responsible dental officer, be mailed by registered parcel post to the distributing medical supply depot of the station concerned. Not more than 5 dwts. will be accumulated before mailing.

By order of The Surgeon General:

ROBT. U. PATTERSON,  
*Lieut. Colonel, Medical Corps,*  
*Executive Officer.*

4. Supplemental payroll was submitted to Finance Officer, U. S. A., covering administrative pay for an officer temporarily in command of a Headquarters Infantry Company, and the matter was submitted to the Comptroller General for an opinion as to whether or not administrative pay is properly payable as claimed on supplemental payroll to an officer other than one regularly in command of the Headquarters Company and who was absent on leave or otherwise, attention being invited to Changes No. 16, National Guard Regulations, dated June 21, 1924, Par. 928 d (2), and in reply to such inquiry the Comptroller General determined as follows and Finance Officer, U. S. A., instructed accordingly:

"It having been established in accordance with the regulations that each of these officers during the periods indicated was actually and properly in command of the organization and faithfully performed the administrative functions in connection therewith during the respective periods for which administrative pay is claimed, during such period each is entitled to the pay prescribed therefor, and you are authorized to pay them accordingly."

5. The following Circulars of the Militia Bureau are published for the information and guidance of all concerned:

(2nd Corrected Copy.)

WAR DEPARTMENT  
MILITIA BUREAU.

Washington.

October 1, 1924.

CIRCULAR NO. 34.

A-18.

I. RECOGNITION, MAINTENANCE, AND PEACE ENLISTED STRENGTH OF UNITS CONSISTING OF SUBDIVISIONS SEPARATELY RECOGNIZED AT TWO STATIONS.

II. DATE OF RECOGNITION FOR HEADQUARTERS OF UNITS.

*I. Recognition, maintenance, and peace enlisted strengths of units consisting of subdivisions separately recognized at two stations.*

1. In accordance with the provisions of Paragraph 110c, as amended by Changes No. 19, National Guard Regulations, 1922, the following recognition, maintenance and peace enlisted strengths of units consisting of subdivisions separately recognized at two stations are prescribed:



## INFANTRY

FIELD ARTIL. F. A. 155-MM.  
LERY, 75-MM. HOW

Hdqs. & 1st Plat. Rifle Co.	2nd Plat. Rifle Co.	Service Co. less Bd.	Band	Service Battery less Bd.	Band	Service Battery less Bd.	Band
*R	50	20	31	19	31	19	30
**M	36	24	31	19	37	23	33
†P	55	38	120	48	72	31	63

## CAVALRY

## ENGINEERS

## MEDICAL ELEMENT

Service Tr. less Band	Band	Hdqs. & Serv. Co. less Band	Band	Service Co. less Band	Band
*R	31	19	31	19	31
**M	37	23	37	23	31
†P	55	28	135	25	52

## A.A. REGIMENT O.A.C.

155-MM GUN REGT. FIELD  
& COAST ARTILLERY

Service Battery less Band	Band	Service Battery less Band	Band
*R	31	19	30
**M	37	23	33
†P	63	29	68

## OBSERVATION SQUADRON, A. S.

Sq. less one flight	One flight
*R	34
**M	40
†P	112

\*R Recognition strength.  
 \*\*M Maintenance strength.  
 †P Peace strength.

2. No subdivision in the above table will be required to attain maintenance strength until the expiration of 6 months following the date of federal recognition.

## II. Date of recognition for headquarters of units:

1. The date of recognition for a headquarters is the date of recognition of the first major of a battalion, cavalry squadron, trains or special troops; the first colonel of a regiment except when a lieutenant colonel is appointed before any colonels, in which case the date of recognition of the regiment is that of the lieutenant colonel; the first brigadier general of a brigade; and the first major general of a division.

By order of the Secretary of War:

GEO. C. RICKARDS,  
 Major General,  
 Chief, Militia Bureau.

Official:

L. W. PRUNTY,  
 Assistant.



WAR DEPARTMENT  
MILITIA BUREAU.

Washington.

April 6, 1925.

## CIRCULAR NO. 15.

B.

- I. ATTENDANCE OF ADJUTANTS GENERAL, OTHER OFFICERS OF THE STATE STAFF CORPS & DEPARTMENTS, DIVISIONAL STAFF OFFICERS AND CERTAIN ORGANIZATION COMMANDERS AT FIELD TRAINING ACTIVITIES DURING THE FISCAL YEAR, 1926.
- II. FOUR-DAY SCHOOLS; RIFLE CAMPS OF INSTRUCTION; STATE RIFLE COMPETITIONS.

*I. Attendance of Adjutants General, other officers of the State Staff Corps & Departments, Divisional Staff officers and certain organization commanders at field training activities during the fiscal year, 1926.*

1. Upon approval, in each case, by the Chief, Militia Bureau, the classes of federally recognized National Guard officers hereinafter specified are authorized to attend field training camps of instruction other than and in addition to the 15-day camp normally provided for, as follows:

a. Adjutants General:—Such camps as they may deem necessary to attend, for the performance thereof of duties incidental to their federally recognized status as Adjutant General, for periods of not to exceed two days, exclusive of travel, for each camp.

b. Other officers of the State Staff Corps and Departments,—

(1) When recommended by the State Adjutant General and the Corps Area Commander, to attend such camps as may be considered necessary for the purpose of performing administrative duties thereof, for periods limited to the minimum time that their services may be needed in such capacity and cannot be dispensed with. Applications will indicate in each case the duties to be performed and the necessity therefor; such duties must be appropriate to the grade and assignment in which the officer is federally recognized.

(2) United States Property and Disbursing Officers attending camps under the provisions of (b) (1) above, in order to be entitled to camp pay from federal funds, must perform duties which are in addition to and separate and distinct from their duties as Property and Disbursing Officers. No camp pay will accrue when they perform duties pertaining only to their status as U. S. Property and Disbursing Officers.

c. Staff Officers of Tactical Organizations:—Same as under b (1).

Applications for attendance at the above authorized camps should include estimates for the cost thereof in each case. Due to the scarcity of funds it will be necessary to limit the camp administrative overhead to the absolute minimum requirements consistent with the efficient operation of the respective camps.

2. The senior organization commander in each State may be authorized to attend camp in the capacity of camp commander during the whole period of time during which organizations of the State belonging to his command are engaged in authorized field training. He may also be authorized to attend such other camp as may be designated for the special training of the members of his organizational staff. Subordinate commanders may also be authorized to attend camp during the entire period of time in which organizations of their commands are engaged thereat in authorized field training. Applications for attendance under the provisions of this paragraph should be properly submitted, through the Corps Area Commander, to the Chief, Militia Bureau, and the expenses connected therewith should be included in the regularly prepared estimates for a specific camp.

3. Where the elements of a command are located in more than one State, the commander of such organization, with the concurrence of the respective State authorities concerned, may be authorized to attend the encampments of the various elements for only such periods of time as may be necessary to observe their state of training. Proper application for authority to make such visits must be submitted to the Chief, Militia Bureau, through the Corps Area Commander, stating therein the organizations and camps it is desired to attend and for what periods of time. The Corps Area Commander before forwarding the application should secure from the State Adjutants General concerned, within his Corps Area, their concurrence in the proposed visits.

## II. *Four-day Schools; Rifle Camps of Instruction; State Rifle Competitions.*

The limited funds available for field training, will not permit of four-day schools, rifle camps of instruction, or State rifle competitions during the calendar year 1925. If, at the termination of the 1925 field encampments, a sufficient balance should remain on hand to permit of such activities during the spring of 1926, timely notice will be given to that effect.

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lt. Col., Cav., M. B.,*  
*Assistant.*

## WAR DEPARTMENT.

### MILITIA BUREAU,

Washington,

CIRCULAR NO. 16.

A-12.

April 3, 1925.

## RESERVE OFFICERS' ATTACHED TO NATIONAL GUARD ORGANIZATIONS FOR ARMORY AND FIELD TRAINING.

1. The War Department Training Directive, Training Year, 1925 (A. G. 353, 11-17-24) contains the following provision in Par. 5 c (1) (a):

"In order to take advantage of all opportunities for training, reserve officers, upon their own application, accompanied by the recommendation of the National Guard unit commander, and with the approval of the State Adjutant General may be attached by the corps area commander to a National Guard organization for purpose of inactive training throughout the year. Under similar conditions Reserve officers may be ordered to active duty for the 15 day field training period with National Guard units."

2. In order to state more clearly the intent of this provision and to prescribe correct procedure in its application, pending its incorporation in National Guard Regulations, the following instructions in application thereof will govern:

a. That such Reserve officers as may desire to be attached to organizations of the National Guard for training throughout the training year will make individual application through the commander of the National Guard organization to which attachment is desired and the Adjutant General of the State to the corps area commander concerned, who, subject to their approval may authorize such attachment. When the initiative in attaching Reserve Officers to National Guard organizations for either Armory or Field Training is taken by the Corps Area Commander, after having previously secured the concurrence of the Reserve personnel concerned, he should submit their names to the State Adjutants General concerned for approval, and for the designation of the particular organization with which such training is to be accomplished.

b. Reserve officers so attached will take active part in such of the armory training of the National Guard organization as may be mutually agreed upon, and when sufficient funds for training of the Organized Reserves are available, they will participate in the 15 day field training of the organization.

c. The attachment of such Reserve officers may be terminated upon application of either the attached officer, the commander of the National Guard organization, the adjutant general of the State, or the corps area commander. All such applications should be directed to the corps area commander, and final action thereon should be taken by him.

d. The number of Reserve officers who can be attached to a National Guard unit, if mutual benefit is to be derived from such attachment, is dependent upon the state of training of the unit concerned. This must be given careful consideration. For the present in no case should the number of Reserve officers attached exceed the actual officer strength of the National Guard organization. Not to exceed 1 captain should be attached to a company or similar unit. Subaltern officers may be grouped, i. e., a National Guard unit whose officer strength includes 1 captain, 1 1st lieutenant and 1 2nd lieutenant might have attached to it 1 captain and 2 subalterns or 3 subalterns. In the field grades the number of National Guard officers, grade for grade, should not be exceeded.

e. As a matter of courtesy extended by National Guard authorities, encouragement in cooperation and training among elements of the Army of the United States should be developed through practice of the functions of command with State troops by Reserve officers not holding commissions in such State organizations. With a proper understanding of the situation, and with precedent for such command practice as has been heretofore es-

established by National Guard and Reserve officers with respect to organizations of the Regular Army, no difficulties should arise. In no case should the exercise of temporary command by Reserve Officers be undertaken unless agreeable to the National Guard Commander concerned and the training of the organization be not interfered with.

f. As far as may be practicable and feasible National Guard authorities should insure to Reserve officers so attached, without prejudice to their own training, the same opportunities for training as are presented to National Guard officers of like grade. The status of Reserve officers, as to their relationship and duties, would be determined by the commanding officer of the organization to which such officers are attached. They should be required to conform to the rules and discipline of the National Guard organization to which attached. It is to be understood that National Guard authorities will report infractions of discipline on the part of Reserve officers, through normal channels, to the Corps Area commander for action.

g. Under the law, no item of expense connected with the attached status of Reserve Officers can be paid from Militia Bureau funds.

3. All instructions heretofore issued not in accordance with the provisions of this circular are hereby rescinded.

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cav., M. B.*  
*Assistant.*

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WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

CIRCULAR No. 17.  
B

April 9, 1925.

POLICY WITH REFERENCE TO THE RECOGNITION OF  
NEW UNITS.

Section II, M. B. Circular No. 14-B, March 31, 1925, is rescinded, and the policy with reference to the recognition of new units as announced in letter from the Militia Bureau, March 26, 1925 (M. B. 325.4-Gen-8), to the Adjutant General of each State and Territory and to each Corps Area Commander, is continued in effect.

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cav., M. B.*  
*Assistant.*



WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington,

CIRCULAR NO. 18.  
A-13.

April 15, 1925.

- I. DISPOSITION OF MATERIAL ACCUMULATING AS A RESULT OF TARGET PRACTICE.
- II. ATTENDANCE OF OFFICES AND ENLISTED MEN TO THE UNASSIGNED NATIONAL GUARD RESERVE AT THE 1925 FIELD ENCAMPMENTS.

*I. Disposition of Material accumulating as a result of target practice.*

1. *Small arms: 37mm. gun, 6-pounder gun.*—*a.* All empty cartridge cases, bandoleers, clips and packing boxes derived from ammunition issued to the National Guard, except empty cartridge cases for the 37mm. gun and 6-pounder gun, will be sold as scrap material by the United States Property and Disbursing Officer and the net proceeds deposited to the credit of the Treasurer of the United States as miscellaneous receipts.

*b.* Empty cartridge cases for the 37mm. gun and the 6-pounder gun will be turned in to the local Ordinance Officer of the Regular Army, in case ammunition is fired at a post or camp where there is such an officer, who will issue receipt therefor. If there be no such officer at the post or camp, such empty cases will be turned in to the United States Property and Disbursing Officer of the State who, at the end of each target season, will report the quantity on hand through channels to the Chief of Ordnance for disposition.

2. *Artillery—Field and Coast.*—All empty cartridge cases, empty metallic cartridge storage cases, and all other material accumulating as a result of the expenditure at target practice of Field and Coast Artillery ammunition and its components, will be disposed of in a manner similar to that prescribed in paragraph 1 *b* above.

3. *Rescission of prior instructions.*—Paragraph 5 a (4) Militia Bureau Circular No. 4, January 20, 1925, with reference to the disposition of the above material is rescinded.

*II. Attendance of officers and enlisted men of the unassigned National Guard Reserve at the 1925 Field encampments.*

Due to the limited funds that will be available for the field training of the National Guard during the fiscal year 1926, no officers or enlisted men of the Unassigned National Guard Reserve can be authorized to attend camps as contemplated in paragraph 191, National Guard Regulations.

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cav., M. B.*  
*Assistant.*

WAR DEPARTMENT.  
MILITIA BUREAU,

Washington,

CIRCULAR NO. 19.  
B.

April 18, 1925.

NATIONAL MATCH AMMUNITION.

1. There will be available for issue to the National Guard this year a limited quantity of National Match Ammunition, caliber .30, for use in try-outs for the selection of teams to represent the various States at the National Rifle Matches.

2. In view of the fact that this issue will be made only with reimbursement from Militia Bureau funds, and in order that delivery may be affected prior to try-outs and not later than July 1, 1925, it is requested that requisitions be submitted, as soon as practicable, to respective Corps Area commanders for the number of rounds required and not to exceed 12,000 per State.

3. In case it is desired to secure more than 12,000 rounds, the expense of the additional ammunition must be met from other than Militia Bureau funds, at a cost of \$61.36 per thousand rounds, and requisitions for such excess, accompanied by draft or post office money order made payable to the Chief Ordnance, should be forwarded in accordance with the provisions of paragraphs 867, 868 and 869, National Guard Regulations, 1922.

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cav., M. B.*  
*Assistant.*

(Note:—Attention invited to Circular No. 22-B, dated May 7, 1925, published herewith, which rescinds this Circular—*Adj. Gen. of Penna.*)

WAR DEPARTMENT,  
MILITIA BUREAU,

Washington,

May 4, 1925.

CIRCULAR NO. 20.  
B.

SECTION I. RENTAL OF QUARTERS FOR SERGEANT INSTRUCTORS ON DUTY WITH NATIONAL GUARD.

SECTION II. SERUM FOR ANTITOXIN.

SECTION III. ARMORY DRILL PAY.

SECTION IV. FEDERAL BUSINESS ASSOCIATIONS.

SECTION I. RENTAL OF QUARTERS FOR SERGEANT INSTRUCTORS ON DUTY WITH THE NATIONAL GUARD.

1. Regulations now in force provide that payments for rental of quarters for enlisted men of the Regular Army detailed with

the National Guard may be made from Militia Bureau funds at a cost not to exceed \$35.00 per month. All Sergeant Instructors now on duty with the National Guard, who are renting quarters at a cost of more than \$30.00 (the former rate), should forward through channels application for rental of quarters occupied at the increased rate. Attention is invited to National Guard Regulations No. 64, covering this payment. The provisions of this regulation are not retroactive and no payments at the rate of \$35.00 per month will be made without specific authority therefor.

## SECTION II. *SERUM FOR ANTITOXIN.*

1. Upon the appearance of a case requiring serum-anti-diphtherium, anti-meningitis or anti-tetanicum, at authorized encampments, maneuvers or other exercises, under sections 94 and 97 National Defense Act, the surgeon is authorized to purchase locally such quantity as may be needed for immediate use.

2. Any serum on hand at the termination of the camp will be returned to the vendor and credit received therefor, before the bills are forwarded for payment.

3. Payment for serum purchased as above will be made by the United States Property and Disbursing Officer, on bills rendered in duplicate by the Vendor, to the surgeon making the purchase who will certify them as correct and forward them to the United States Property and Disbursing Officer.

## SECTION III. *ARMORY DRILL PAY.*

1. In decision A-5957, April 10, 1925, The Comptroller General held that a National Guard enlisted man who was discharged to accept a commission as second lieutenant (which he accepted the following day) and who was not Federally recognized as second lieutenant until more than a month after his discharge was not entitled to armory drill pay either as an enlisted man or as a second lieutenant during the period between the date of his discharge as an enlisted man and the date of his Federal recognition as a second lieutenant.

## SECTION IV. *FEDERAL BUSINESS ASSOCIATIONS.*

1. The following extract from a letter from the Chief Coordinator is quoted for the information of those concerned. It is requested that National Guard agencies cooperate, to the fullest practicable extent, with the various area coordinators in the formation and support of local Federal Business Associations:

2. In order to insure the fullest possible support to The President's policy of economy and efficiency in the transaction of Government business, it is directed that all executive officials and their principal subordinates, of field units throughout the United States and its possessions associate themselves with the local organizations of Federal officials, known as Federal Business Associations, wherever these associations have been organized, and take an active interest in the work of these organizations. It is also desired that officials take an active part in the formation of new Federal Business Associations in places indicated by the Coordinator for the Area in which they are located. These Federal Business Associations call for something more than perfunctory membership. They are active, constructive, executive

auxiliaries, contributing powerfully to efficient Federal business organization by cooperative effort on extra-departmental knowledge and sympathy.

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lt. Col. Cavalry, M. B.,*  
*Assistant.*

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WAR DEPARTMENT,  
MILITIA BUREAU.

Washington.

May 5, 1925.

CIRCULAR NO. 21.  
A-14.

SMALL ARMS FIRING PRACTICE BY ENLISTED  
RESERVISTS.

The following letter from The Adjutant General of the Army, dated April 14, 1925, addressed to each Corps Area and Department Commander, is published for the information of all concerned:

"1. In order to take advantage of all opportunities for training, enlisted reservists who have not participated during the calendar year in small arms firing practice, upon application of their unit commander, may be attached by the Corps Area Commander to an organization of the Regular Army, or, upon application of their unit commander accompanied by the recommendation of the National Guard unit commander and with the approval of the State Adjutant General may be attached by the Corps Area Commander to a National Guard unit during the regular target season for the purpose of firing the rifle and pistol course, providing the following conditions are complied with:

2. The enlisted reservists will remain in an inactive status and no expense to the Government will be incurred other than the allowances of ammunition and target range materials. The expenditure of ammunition allowances and target range materials is authorized; charges covering transportation or reimbursement will be met from the allotment of Organized Reserve funds.

b. That such firing by enlisted reservists will not prejudice in any way the firing of the Regular Army or National Guard Organizations and will be secondary thereto.

c. Enlisted reservists will be required to conform to range regulations and other orders applicable to the Regular Army or National Guard Organizations. Failure to comply authorizes the Regular Army commanders to forbid further firing by offending enlisted reservists.



d. Corps Area Commanders will require the necessary reports to be rendered by the Organized Reserve unit commanders, of each enlisted reservist firing, and will cause the necessary steps to be taken to secure the insignia to which enlisted reservists are entitled as a result of qualification.

"2. The above provisions will be included in the revision of Special Regulations 48."

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cav., M. B.*  
*Assistant.*

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WAR DEPARTMENT,  
MILITIA BUREAU.

Washington.

May 7, 1925.

CIRCULAR NO. 22.  
B.

NATIONAL MATCH AMMUNITION.

1. Militia Bureau Circular No. 19 B, dated April 18, 1925, is hereby rescinded and the following substituted therefor.

2. There will be available for issue to the National Guard this year a limited quantity of National Match Ammunition, 1925, caliber .30, for use in try-outs for the selection of teams to represent the various States at the National Rifle Matches.

3. In view of the fact that this issue will be made only with reimbursement from Militia Bureau funds, and in order that delivery may be effected prior to try-outs and not later than July 1, 1925, it is requested that requisitions be submitted, as soon as practicable, to respective Corps Area commanders for the number of rounds required and not to exceed 12,000 per State.

4. In case it is desired to secure more than 12,000 rounds, the expense of the additional ammunition must be met from other than Militia Bureau funds, at a cost of \$56.34 per thousand rounds, and requisitions for such excess, accompanied by draft or post office money order made payable to the Chief of Ordnance, should be forwarded in accordance with the provisions of paragraphs 867, 868 and 869, National Guard Regulations, 1922.

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lt. Col., Cavalry, M. B.,*  
*Assistant.*

WAR DEPARTMENT,  
MILITIA BUREAU.

Washington.

May 8, 1925.

CIRCULAR NO. 23.  
A-15.

NATIONAL MATCHES, 1925.

1. The following instructions concerning the participation of the National Guard in the National Matches, 1925, as provided for in the War Department Bulletin governing the National Matches, 1925, are published for the information and guidance of all concerned:

2. It is desired that each State\* having Federally recognized units of the National Guard be represented by a National Guard team at the National Matches. Officers of grades higher than captain will not be eligible as shooting members or as range officers. The team captain and team coach, if practicable, shall not be above the grade of major. Officers of grades higher than those for particular duties other than shooting members or range officers, as stated herein, will not be authorized to participate in the National Matches, unless a special exception in each case be made by the Chief, Militia Bureau. In order that such exceptions may receive consideration, the reasons therefor must be fully presented and must be based on very unusual and important conditions. No team member can be authorized to participate at a lower rate of pay than that of the grade which he holds, even though he may be willing to do so. Attention is invited to paragraphs 484, 486 and 487 (Changes No. 13) National Guard Regulations, which govern State rifle competitions, and the selection of State National Rifle Teams.

3. Each team shall consist of fifteen members (one team captain, one team coach, one range officer, ten principals and two alternates) who will be selected and appointed by the Governors of the respective States† and announced in formal orders. The range officer will be directed to report, in person, to the Executive Officer, National Matches, at Camp Perry, Ohio, on September 2, 1925, for the purpose of receiving instructions pertaining to range operation and, thereafter, they will perform those duties until the completion of the matches or unless sooner relieved by proper authority.

4. The members of each authorized National Guard Team will be entitled to the following:

- a. Transportation to and from Camp Perry, Ohio.
- b. Sleeping-car berths where journey is in excess of twelve hours.
- c. Pay (including longeivity) and allowances of their grades.
- d. Commutation of subsistence as indicated in paragraphs 8b and 9b.

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\* Includes Hawaii, Porto Rico and the District of Columbia.

† Includes the appropriate authorities in Hawaii, Porto Rico, and District of Columbia.

5. The following activities will be held during the periods indicated below:

a. School of instruction in marksmanship, the attendance of National Guard team members being optional, from August 30 to September 5, both dates inclusive.

b. National Rifle Association Matches, the attendance of National Guard team members being optional from September 4 to 13, both dates inclusive. The entrance fees for these matches *cannot* be paid from National Guard funds.

c. The National Matches will start on September 14 with the National Individual Rifle and National Individual Pistol Matches. The range will be open for final team practice on September 17th, the National Rifle Team Match being held on September 18th and 19th. All the matches will be concluded by 5 p. m., on September 19th and all teams will depart from Camp Perry on September 20th.

6. Members of State Rifle Teams, which includes team captains, team coaches, shooting members and alternates, other than those attending the school of instruction mentioned in 5a, must report at Camp Perry prior to noon September 15, to be entitled to the allowances which may be prescribed, but in no case will any team member report before August 29, 1925.

7. The issue to the National Guard of star gauged rifles especially selected for the National Matches is governed by Section II, Circular No. 26, War Department, dated March 31, 1923.

8. United States Property and Disbursing Officer will make the following disbursements:

a. Official transportation requests to common carriers, covering the journey to Camp Perry and return, will be issued to National Guard teams, the proper procurement authority being indicated thereon.

b. Commutation of subsistence, not exceeding \$1.50 per day, during the periods consumed in the necessary travel to Camp Perry and return, will be paid to each authorized enlisted member of the National Guard teams.

9. The Camp Finance Officer will make the following disbursements:

a. Pay of members of authorized National Guard teams for attendance at Camp Perry during the period from August 29 to September 20, both dates inclusive, and in addition for the period of necessary travel to and from Camp Perry. Properly executed vouchers or pay rolls will be submitted to the Camp Finance Officer for this purpose. Exception with respect to the aforementioned details of attendance will be made for teams outside the continental limits of the United States; and in such cases settlements will be made on special authority of the Chief, Militia Bureau.

b. Commutation of subsistence, not exceeding \$1.20 per day will be paid to each authorized enlisted member of National Guard teams during the period of attendance at Camp Perry.

10. The cost for subsistence during the National Matches, September 14, to 20, inclusive, is payable from a special appropriation for the National Matches. Other authorized payments are chargeable to the appropriation for "Arming, Equipping and Training the National Guard," sub-appropriation "Expenses, Camps of Instruction."

11. In order to expedite authorized payments, it is suggested that a member of each team, who has had experience in such matters, be designated as acting quartermaster and agent officer for the United States Property and Disbursing Officer. This officer should also be familiar with questions pertaining to transportation.

12. The following provisions of the rules for the National Matches, 1925, are published for your information:

"Teams other than those representing the several branches of the Army, the Navy and the Marine Corps shall be subject to the following elimination rules:

"A team listed in Class A after the National Matches of 1924 or after the last National Match in which such team competed shall have at least fifty per cent of its shooting members composed of men who have never before shot on any National Match Rifle Team. A team listed in Class B after the National Matches of 1924 or after the last National Match in which such team competed shall have at least thirty per cent of its shooting members composed of men who have never before shot on any National Match Rifle Team. A team listed in Class C or unclassified after the National Matches of 1924 or after the last National Match in which such team competed shall be subject to the following elimination rule only, to which all teams except those representing the Reserve Officer's Training Corps, the Civilian Military Training Camps and the Organized Reserve, are also subject in addition to the rules prescribed above:

"No team may have as a shooting member or alternate any man who has been a shooting member of any team in three or more of the five National Rifle Team Matches immediately preceding.

Course of Fire:—National Team Match.

First Stage—Slow Fire, 200 yards—Target 'A', ten shots.

Second Stage—Rapid Fire, 200 yards—Target 'A', ten shots.

Third Stage—Rapid Fire, 400 yards—Target 'B', V's to count five.

Remainder of bull's eye and 4 ring to count 4. Remainder of target as at present.

Fourth Stage—Slow Fire, 600 Yards—Target 'B', ten shots.

Fifth Stage—Slow Fire, 1,000 Yards—Target 'C', twenty shots."

13. Unless already submitted in compliance with a letter from this office dated April 16, 1925, (National Matches and Schools),



it is important that the Adjutant General of each State advise promptly the Chief, Militia Bureau, as to whether or not a State rifle team will be sent to the National Matches. Tentative detailed estimates of funds required to cover authorized expenses for the participation of such teams in the National Matches, 1925 (including those made by Camp Finance and Transportation Officers), will be submitted at the earliest practicable date, but in no case later than July 15, in order that funds may be promptly reserved for the purpose. The estimates mentioned above will be forwarded to this office, through the Corps Area Commanders concerned.

14. All questions concerning civilian or school teams and State military teams, other than National Guard, should be addressed to the "Executive Officer, National Matches 1925", at 1629 Tempo Building No. 5, Washington, D. C., until July 15, thereafter at Camp Perry, Ohio.

15. It is requested that the information contained herein be communicated as soon as practicable, to all team captains selected for State rifle teams.

16. Immediately upon the designation of each team captain, his name, rank, organization and address should be sent to the "Executive Officer, National Matches, 1925", at 1629 Tempo Building No. 5, Washington, D. C.

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lt. Col., Cav., M. B.,*  
*Assistant.*

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WAR DEPARTMENT.  
MILITIA BUREAU,

Washington.

May 20, 1925.

CIRCULAR NO. 24.

B.

DISBANDMENT OF THE AIR INTELLIGENCE SECTIONS.

1. The following extract from Circular No. 21, War Department, May 4, 1925, is published for the information and guidance of the National Guard:

"Air Intelligence Sections.—1. The War Organization of the Air Service as outlined in the War Department Mobilization Plan 1924, does not contemplate the use of Air Intelligence Sections.

"2. The functions and duties of the Air Intelligence Sections in the divisions, will be performed by the operations officers of the Division Observation Squadron without increase in the present authorized strength.

"3. Tables of Organization 71W and 71P, Division Air Service, Infantry Division, are modified so as to eliminate column 7 and all notes in columns of remarks referring to column 7.

"4. The personnel of existing Air Intelligence Sections will be absorbed by other units of the Division Air Service.

"5. Tables of Organization for the Regular Army National Guard, and Organized Reserves will be revised accordingly."

2. In accordance with the provisions of paragraph 1 herein, all existing Air Intelligence Sections of the National Guard will be disbanded.

3. So far as practicable, all officers and enlisted men of Air Intelligence Sections will be transferred to other recognized units of the Division Air Service. When this is impracticable, the officers will be transferred to the National Guard Reserve or be permitted to resign; the enlisted men will be transferred to recognized units other than the Division Air Service, or to the National Guard Reserve or be discharged.

4. Two copies of the State order under which the disbandment of the existing units including the disposition of all officers, is actually carried out will be furnished the Chief, Militia Bureau.

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lt. Col., Cav., M. B.*  
*Assistant.*

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WAR DEPARTMENT.

MILITIA BUREAU,

Washington.

May 27, 1925.

CIRCULAR NO. 25.  
A-16.

NATIONAL GUARD PAY TABLES.

Page seven, Militia Bureau Circular No. 21 A-13, July 14, 1924, is amended as follows:

Nineteen days' pay at \$175.00 per month is \$110.83 instead of \$111.83 and payments should be governed accordingly.

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lt. Col., Cavalry, M. B.,*  
*Assistant.*

WAR DEPARTMENT.  
MILITIA BUREAU,

Washington.

June 2, 1925.

CIRCULAR NO. 26.  
A-17.

## Section

I. ARMY TEAM BADGES FOR PRINCIPALS AND  
ALTERNATES ON NATIONAL MATCH RIFLE  
TEAMS.

## II. DISTINGUISHED MARKSMEN.

1. Pending the issuance of new regulations on the subject, the following is published for the information and guidance of all concerned:

1. *Army team badges for principals and alternates on National match rifle teams.*—Section III, Bulletin No. 2, War Department, 1923; Section V, Bulletin No. 1, War Department, 1924, and so much of Section I, Bulletin No. 24, War Department, 1924, as relates to badges for principals and alternates on an Army of the United States rifle team, are rescinded and the following substituted therefor, effective July 1, 1925:

1. An Army team badge for principals and alternates on rifle teams participating in the national matches will be issued to any officer, warrant officer and enlisted man of the Regular Army, National Guard or Organized Reserves, who shall have won a place as principal or alternate on a rifle team selected to represent in the national matches—

a. Since and including the year 1906,

- (1) The Regular Army, or a part thereof,
- (2) The Organized Reserves, or a part thereof.

b. Since and including the year 1916, the duly organized National Guard of any State, Territory, or the District of Columbia, when not in the Federal service.

Officers, warrant officers, and enlisted men of the Regular Army detailed for duty with the National Guard are not eligible to fire as members of a National Guard team, except in the case of those officers who also hold commissions in the National Guard. Such officers are eligible to fire as members of the National Guard team of the State with which they are on duty.

2. This badge will also be issued to any former officer, warrant officer and enlisted man of the Regular Army, National Guard or Organized Reserves, who shall have won a place as principal or alternate on a rifle team selected to represent in the National Matches—

a. Since and including the year 1906,

- (1) The Regular Army, or a part thereof,
- (2) The Organized Reserves, or a part thereof, provided such officer, warrant officer, or enlisted man has rendered service in the Regular Army, National Guard or Organized Reserves on or after August 29, 1919, and was finally honorably discharged therefrom; or

b. Since and including the year 1916, the duly organized National Guard of any State, Territory or the District of Columbia, when not in the Federal service, provided such officer, warrant officer, or enlisted man has rendered service in the Regular Army, National Guard, or Organized Reserves on or after February 28, 1923, and was honorably discharged therefrom.

3. In the Regular Army the award of these badges will be limited to such teams as are selected from any one of the following parts of the Regular Army which actually represents the Regular Army in the national rifle team matches:

Infantry (including the 65th Infantry in Porto Rico).

Cavalry.

Coast Artillery.

Corps of Engineers.

Phillipine Scouts.

Badges will be awarded in any one year to but one team representing any one of the above-mentioned parts of the Regular Army, and then only when such team actually fires in the national rifle team match.

4. In the Organized Reserves the award of these badges will be limited to such teams as are authorized by the War Department to participate in the National rifle team matches.

5. Only two alternates for any team will be considered in the award of badges.

6. A principal is a member who actually fired on the team.

7. Application for these badges will be addressed to The Adjutant General. The application should give full name, present rank and address, rank and organization at the time of winning a place on the team, and name and year of the team.

8. These badges will be engraved as prescribed in AR 600-35. If lost or destroyed without fault or neglect on the part of the person to whom originally issued, duplicate badges with appropriate engraving, will be issued only upon certification by the Adjutant General, the cost of such duplicate badges and engraving not to be borne by the War Department.

II. *Distinguished Marksmen.* Pending the revision of TR 150-10, and in addition to changes appearing in 1924, paragraph 81, TR 150-10, is changed to read as Changes in Training Regulations for the years 1923 and follows:

81. *Distinguished marksmen.—a. Requirements.*—An officer, warrant officer or enlisted man serving in any component of the Army of the United States, or the National Guard of any State, Territory, or the District of Columbia when not in Federal service, will be designated by the War Department as a distinguished marksman when he has won any three of the following authorized badges or medals:

(1) The badges or medals awarded in department, departmental, combined departmental, corps area, division, divisional, or Army rifle and carbine competitions.



(2) The medals won in the national individual rifle matches.

(3) The badges and medals awarded to the first 16 teams in order of merit in the national rifle team matches as follows:

(a) The badges awarded to the principals and alternates winning places on such rifle teams selected to represent the Regular Army, the National Guard, the Organized Reserves, or any part thereof in the national rifle team matches. These badges will be awarded directly by the War Department.

(b) The medals won by members who actually fired on such rifle teams. These medals will be awarded through the National Board for the Promotion of Rifle Practice.

*b. Former members of the Army.*—An individual who formerly served in any component of the Army of the United States or the National Guard of any State, Territory, or the District of Columbia, when not in Federal service, and was honorably discharged therefrom, will be designated by the War Department as a distinguished marksman when he has won as many as three of the medals or badges specified in *a* above, provided that at least one of such medals or badges was won or earned by him while a member of the Regular Army, National Guard or Organized Reserves.

*c. Badges.* To each distinguished marksman an appropriate badge, known as the distinguished marksman badge, engraved as prescribed in AR 600-35, will be issued, which, if lost after being received by him, can be replaced by purchase only; authority for such replacement must be obtained from the War Department. All duplicate distinguished marksman badges which may be authorized will also be engraved, the cost of such engraving not to be borne by the War Department.

*d. Application.* Individuals who desire to be designated by the War Department as distinguished marksmen and to receive the distinguished marksman's badge must make individual applications therefor to The Adjutant General. Each such application should contain a chronological statement of all rifle competitions or matches participated in by the applicant, and the kind of medals won by him, and his rank and organization on each occasion. If the application is from a person in the military service it should set forth the applicant's rank and organization, and must be forwarded through military channels.

*e. Restriction on competition of distinguished marksmen.* Distinguished marksmen are not eligible to compete for badges or medals in corps area or department competitions with the arm in the use of which they are distinguished.

*f. Publication in orders.* A list will be published by the War Department shortly after the opening of each calendar year showing the names of the marksmen who were designated by the War Department during the preceding year as distinguished marksmen, which list will set forth the official credits upon which the designations are based and the year in which each individual is held to have become a distinguished marksman.

*g. Awards to be noted in records.* Awards of these badges will be noted in efficiency reports, service records, and similar records of each distinguished marksman.

2. Application of National Guard personnel for the badges authorized above should be forwarded through the Chief, Militia Bureau.

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalary, M. B.,*  
*Assistant.*

By order of GIFFORD PINCHOT,  
*Governor and Commander-in-Chief,*

F. D. BEARY,  
*The Adjutant General.*

Official:

.....  
*Adjutant.*



COMMONWEALTH OF PENNSYLVANIA,  
THE ADJUTANT GENERAL'S OFFICE,  
Harrisburg, Pa., August 25, 1925.

Bulletin }  
No. 4. }

1. The following communication of the War Department defining the "sitting position" in rifle shooting is published for the information and guidance of all concerned:

WAR DEPARTMENT.

Office of Executive Officer, National Matches  
Washington, D. C.

June 26, 1925.

MEMORANDUM:

1. A decision has been requested as to whether a position may be taken with the legs crossed in the National Matches when the sitting position is prescribed.

2. The sitting position is definitely described in Rifle Marksmanship, the rules of which govern the National Matches, and no provision whatever is made for a sitting position with the legs crossed. The sitting position is used in practical shooting—at game or in war—when the firer finds himself on ground which slopes downward to the front. The position with the legs crossed is not applicable to sloping ground and consequently it has no practicable application. For this reason, the sitting position with the legs crossed was not authorized in Rifle Marksmanship.

3. Based on the reasons given above, the cross-legged sitting position will not be permitted in the National Matches. No restriction will be placed on the position of the feet except that they shall not be crossed.

4. In this connection, it is believed that the wording of the rules for the National Rifle Association Matches also prohibits the cross-legged sitting position.

A. J. MacNAB, JR.,  
*Colonel, Infantry,*  
*Executive Officer.*

2. The following communication from Headquarters Third Corps Area relative to appointment in the Officers' Reserve Corps of Warrant Officers and enlisted men of the National Guard, and which involves a specific case, is published for the information and guidance of all concerned:

HEADQUARTERS THIRD CORPS AREA.  
UNITED STATES ARMY,  
Baltimore, Maryland.

June 26, 1925.

Subject: Appointment in the Officers' Reserve Corps of Warrant Officers and Enlisted Men of the National Guard.

To The Adjutant General, Pennsylvania National Guard, Harrisburg, Pennsylvania.

1. In connection with the above subject and for your information and guidance the following indorsements, relative to the application of an enlisted man of the National Guard for appointment in the Officers' Reserve Corps, are quoted:

"201—Donaghey, Donald (4-4-25)

78

16th Ind.



HQ. THIRD CORPS AREA, Baltimore, Md., June 17, 1925.  
To Chief, Militia Bureau, War Department, Washington, D. C.

1. Information is requested as to the proper procedure to be followed by the National Guard authorities of the State of Pennsylvania in order that Corporal Donaghey may secure the letter of eligibility prescribed in paragraph 8 b, AR 140-10.

For the Commanding General:"

\* \* \*

"D3 17th Ind. MB 201-Donaghey, Donald-1.  
War Department, Militia Bureau, June 24, 1925.

To the Commanding General, 3d Corps Area.

1. The letter of eligibility prescribed in paragraph 8b (3), Army Regulations No. 140-10, is the usual letter written by the Chief, Militia Bureau under the provisions of paragraph 216, National Guard Regulations, 1922, (C. C. No. 1, dated November 21, 1922) wherein the State authorities are informed as to whether a candidate has successfully passed the examination required by Section 75, National Defense Act, and as to the grade and branch for which qualified. As indicated in paragraph 213, National Guard Regulations (supra), the examination required by said Section 75 may be held at any time. Corporal Donaghey may be ordered by the State authorities at any time to appear before any board convened under the provisions of Section 75, National Defense Act, for examination to determine his qualifications for commission in the National Guard as a 2d Lieutenant. The proceedings of the board should be forwarded through Corps Area Headquarters in compliance with paragraph 226, National Guard Regulations. If the candidate successfully passes the examination and the Secretary of War approves the findings of the board, an eligibility letter will issue in due course of business.

2. A notation should then appear in Corporal Donaghey's application for commission in the Officers' Reserve Corps to the effect that he holds the eligibility letter required by paragraph 8b (3), Army Regulations No. 140-10.

For the Chief of Bureau:"

For the Commanding General:

D. Y. BECKHAM,

*Lieut. Col., Adjutant General's Dept.,  
Asst. Adjutant General.*

3. The following communication of the Militia Bureau relative to reconstitution of National Guard units is published for the information of the Pennsylvania National Guard:

#### WAR DEPARTMENT.

#### MILITIA BUREAU,

Washington.

July 20, 1925.

Subject: Reconstitution of National Guard Units (Where two or more states are involved in preserving the war records and insuring a continuity of service of units of the National Guard.)

*To The Adjutants General of all States, Territories of Hawaii and Porto Rico, and the District of Columbia Militia.*

The following policy, on the above subject, which has been approved by the Secretary of War (AG 003 (Policies) (3-20-25) (Misc.) M-C, July 14, 1925) is communicated to you for your information and guidance:

"When a unit of the National Guard organized in a specific State is mustered out, disbanded or no longer

exists and its successor is reconstituted in another State, the new unit may be entitled to claim the war record of the original unit, provided the States concerned, through their Governors, agree and so state. The War Department will, upon receipt of advice from all States concerned showing conclusively their desire to continue such war records between States, determine each case on its merits and issue the necessary orders."

CREED C. HAMMOND,

*Major General,  
Chief, Militia Bureau.*

4. The following Circulars of the Militia Bureau are published for the information and guidance of all concerned:

CORRECTED COPY

WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

CIRCULAR NO. 24.

B

May 20, 1925.

#### DISBANDMENT OF THE AIR INTELLIGENCE SECTIONS.

1. The following extract from Circular No. 21, War Department, May 4, 1925, is published for the information and guidance of the National Guard:

"Air Intelligence Sections.—1. The War Organization of the Air Service as outlined in the War Department Mobilization Plan 1924, does not contemplate the use of Air Intelligence Sections.

"2. The functions and duties of the Air Intelligence Sections in the divisions, will be performed by the operations officer of the Division Observation Squadron without increase in the present authorized strength.

"3. Tables of Organization 71W and 71P, Division Air Service, Infantry Division, are modified so as to eliminate column 7 and all notes in columns of remarks referring to column 7.

"4. The personnel of existing Air Intelligence Sections will be absorbed by other units of the Division Air Service.

"5. Tables of Organization for the Regular Army National Guard, and Organized Reserves will be revised accordingly."

2. In accordance with the provisions of paragraph 1 herein, all existing Air Intelligence Sections of the National Guard will be disbanded, not later than September 30, 1925. Federal pay for such units will not be authorized after that date.

3. So far as practicable, all officers and enlisted men of Air Intelligence Sections will be transferred to other recognized units of the Division Air Service. When this is impracticable, the officers will be transferred to the National Guard Reserve or be permitted to resign, the enlisted men will be transferred to recognized units other than the Division Air Service, or to the National Guard Reserve or be discharged.

4. Two copies of the State order under which the disbandment of the existing units including the disposition of all officers,

is actually carried out will be furnished the Chief Militia Bureau.  
(MB 325.4 (Air)-1)

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

June 11, 1925.

CIRCULAR NO. 27.  
A-18.

I. RESERVE OFFICERS ATTACHED TO NATIONAL  
GUARD ORGANIZATIONS FOR SUPPLEMENTARY  
FORMS OF TRAINING.

II. COAST ARTILLERY TABLES OF EQUIPMENT.

I. *Reserve Officers attached to National Guard organizations  
for supplementary forms of training.*

1. The limitations which were imposed by Militia Bureau Circular No. 16, dated April 3, 1925, as to the number of Reserve Officers that may be attached to National Guard organizations for joint training and instruction, apply only to the inactive training of Reserve Officers during the Armory Drill season and to their active training during the 15-day field training period.

2. Subject to the approval of the National Guard commanders concerned, Reserve Officers may be attached to National Guard organizations without limitation as to numbers and grades, for individual instruction at the supplementary forms of training, such as at Small Arms Target Practice held at times other than during the annual field encampment, Rifle Camps of Instruction, and at the 4-day schools.

3. The procedure governing the attachment of Reserve Officers to National Guard organizations under the provisions of this circular and the termination of such attachment, as well as the status of the attached Reserve personnel, will be the same as prescribed in sub-paragraphs 2 a, c, and f, respectively, Militia Bureau Circular No. 16, dated April 3, 1925. The provisions of sub-paragraph 2 g of that circular will also govern. (354.1 Gen.-38).

II. *Coast Artillery Tables of Equipment.*

The December 1, 1923, Tables of Equipment, National Guard Coast Artillery, are hereby so changed as to authorize the issue of the same articles of Signal Communications Equipment to the Headquarters Detachment, Machine Gun Battalion, Anti-aircraft Regiment, as are now therein authorized for the Headquarters and Combat Train of the Gun Battalion, Anti-aircraft Regiment. (400.345 Gen.-21).

By order of the Secretary of War:

GEO. C. RICKARDS,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

June 17, 1925.

CIRCULAR NO. 28.  
A-19.

SECTION I. STATUS OF RETIRED OFFICERS, RETIRED WARRANT OFFICERS AND RETIRED ENLISTED MEN OF REGULAR ARMY IN THE NATIONAL GUARD.

SECTION II. RENTAL OF OFFICES FOR NATIONAL GUARD INSTRUCTORS.

*I. Status of retired officers, retired warrant officers and retired enlisted men of Regular Army in the National Guard.*

1. Retired warrant officers and retired enlisted men of the Regular Army are eligible for appointment as officers and warrant officers in the National Guard. They are likewise eligible for enlistment in the National Guard. In every case the qualifications for appointment or enlistment as prescribed in the National Defense Act and National Guard Regulations must be met. Special attention is invited to the fact that original enlistments must be entered into before an applicant is forty-five years of age.

2. On May 23, 1925, the Comptroller General rendered an opinion (A-9112) on the pay of retired warrant officers and retired enlisted men of the Regular Army who are members of the National Guard, and the following extract therefrom is published for the information of all concerned:

"The appointment of retired warrant officers and retired enlisted men of the Regular Army as commissioned officers, warrant officers, or the enlistment of such retired persons in the National Guard being within the law; that force when not in the actual service of the United States being a State force, and the provision for pay for certain forms of training of the National Guard being indirectly a contribution from the Federal Government to the States for the proper training of militia, such retired warrant officers and retired enlisted men are entitled to any pay properly accruing under their appointment or enlistment in the National Guard when not in Federal service and such payments will not affect their retired pay. Where, however, organizations of the National Guard of which retired officers, warrant officers or enlisted men of the Army are members, are called into the actual service of the United States or are drafted into the Army of the United States under section 111 of the National Defense Act and become entitled to receive by reason of such entry into the Federal service, the full pay and allowance prescribed by law for their rank or grade in the National Guard in the actual service of the United States, they will not be entitled to their retired pay."

3. It was previously held in a decision of the Comptroller of the Treasury, 23 Comp. Dec. 649, which has been followed by the Comptroller General, that retired officers of the Regular Army who are commissioned in the National Guard are entitled, in addition to their retired pay, to federal pay for the performance of National Guard duties with a National Guard organization not in federal service. Their retired pay would be affected only as



indicated in the second sentence of the extract from the Comptroller General's decision quoted in the preceding paragraph. (MB 210.1 Gen.-10).

## II. *Rental of offices for National Guard instructors.*

1. Attention is invited to the fact that the appropriation for the fiscal year 1926 does not carry funds for the payment of rental of offices for Regular Army personnel on duty with the National Guard, consequently after June 30 next, no payments of this nature can be made from Militia Bureau funds.

2. It is contemplated that States desiring the use of Regular Army personnel as instructors will provide the necessary office accommodations. (MB 245.81 Gen. 12).

By order of the Secretary of War:

GEO. C. RICKARDS,

*Major General,  
Chief, Militia Bureau.*

Official:

L. W. PRUNTY,

*Lieut. Col., Cavalry, M. B.,  
Assistant.*

## WAR DEPARTMENT.

### MILITIA BUREAU,

Washington.

June 29, 1925.

CIRCULAR NO. 29.

B

## Section

### I. EQUIPMENT AND CLEANING MATERIAL FOR NATIONAL GUARD RIFLE TEAMS.

### II. SIGNAL CORPS TABLES OF EQUIPMENT.

I. *Equipment and Cleaning Material for National Guard Rifle Teams.* Allowances of equipment and cleaning material for National Guard rifle teams competing in the National Matches are prescribed in the following table. Requisitions for the required equipment and material on the basis of this table should be submitted to the Corps Area Commander. When any part of the required equipment or material is on hand in the State, it should be utilized and should not be included on the requisitions.

Articles	For each member of State team, not to exceed 12	For each team in addition to Col. (1).
Ordnance.	Amount	Amount
Brushes, brass, bristle, cal. 30 .....	4	..
Brushes, brass, bristle, cal. 45 .....	1	..
Brushes, bristle, cal. 45 .....	1	..
Chests, arm repair (unless on hand) .....	..	1
Carbide lbs. ....	..	12
Corks, rubber, for standard fouling solution, size correct for chambers .....	..	12
Covers, front sight and muzzle .....	1	..
File, flat, fine 6 inch .....	..	1
Glasses, field, with case (from stocks on hand)		
Gun slings, leather, Mod. 1903 rifle .....	1	..
Lamps, acetylene "Justrite" .....	1	..
Magazine, pistol .....	2	..
Micrometer rear sight adjuster .....	1	..
Pistols, aut. cal. 45 selected for National Matches .....	5 per State as auth'zed	

Articles	For each member of State team, in addition to not to exceed 12 Col. (1)	
	Amount	Amount
Ordnance (Cont.)		
Pistol cleaning kit (unless on hand) .....	..	1
Pistol aut. cal. 45 modified .....	5 per Stateauth'zed	..
Protectors, rear sight .....	1	..
Rests, rifle, aluminum .....	1	..
Rifles, U. S. Mod. 1903 selected for National		
Matches .....	As provided for in Cir.	26 W. D. 1923
Rifles, U. S. Mod. 1903 selected for previous		
Matches .....	As provided for in Cir.	26 W. D. 1923
Rods cleaning barrack brass or steel (unless on hand) .....	1	..
Rods cleaning pistol (unless on hand) .....	1	..
Score books as specified .....	2	..
Screw drivers rifle folding (unless on hand) ..	1	8
Slides, rear sight drift sets 5-7-8 .....	1	..
Tubes, rubber, 2 in. long for standard metal		
1 fouling solution .....		6
Quartermaster		
Belts, cartridge cal. 30 dismounted (unless on hand) .....	1	..
Chairs, folding (two furnished each team at Perry) .....	..	..
Desk, field regt. (optional) .....	..	1
Hammers claw (unless on hand) (optional) ..	..	1
Nails, wire 8d (unless on hand) lbs. (optional) ..	..	6
Paste (flour only as required) .....	..	..
Puller nail (unless on hand) (optional) .....	..	1
Saw, cross cut (unless on hand) (optional) ..	..	1
Screw driver 3-in. (unless on hand) (optional) ..	..	1
Screw driver 8-in. (unless on hand) (optional) ..	..	1
Sheepskin with wool on sq. ft. ....	1 1/2	..
Tables, folding (one furnished each team at Perry) ..	..	..
Cleaning Material		
(Estimated on basis of 12 men per team)		
Ammonia 28% qts. ....	..	1 1/4
Ammonium carbonate lbs. ....	..	1/4
Ammonium persulphate lbs. ....	..	3
Brushes, camel hair, round No. 1 .....	..	1
Brushes, camel hair, flat, 1/2 in. ....	1	..
Brushes, camel hair, flat 1 in. ....	1	..
Brushes, sash No. 3 and No. 5 .....	..	1
Brushes, varnish No. 4-0, No. 5-0 or No. 6-0 ..	..	1
Cloth, crocus Quires .....	..	1
Cloth, emery 00 Quires .....	..	1
Compound cleaning (carbonate of soda) lbs. ....	..	3
Compound rust preventing (semi-solid) lbs. ....	..	5
Grease, axle for targets lbs. ....	..	5
Oil, clock, ozs. ....	1/4	..
Oil, linseed raw, gals. ....	..	1/2
Oil, neatsfoot, gals. ....	..	1/4
Oil, sperm, gals. ....	..	1/2
Paper cleaning optical instruments, reams. ....	1/16	..
Patches, cal. 30 flannelette .....	375	..
Powder solvent Hoppes or equivalent, bottles. ....	..	65
Soda ash, lbs. ....	..	2 1/2
Sodium hydroxide, lbs. ....	..	1 1/4
Waste cotton white .....	1/4	..
(M. B. 400.345-Gen.-22)		

II. *Signal Corps Tables of Equipment.* The December 1, 1923, Tables of Equipment, National Guard Signal Corps, are hereby so changed as to authorize the issue of the following listed articles to Signal Corps units of the National Guard:

Article	Signal Com-pany, Infantry Division	Signal Cavalry Division	Troop Division	Hq. Co. Sig. Bn.	Const. Co. Sig. Bn.	Opera-tions Co. Sig. Bn.
	8-P		408-P	108-P	109-P	110-P
Knives, electricians type TL-29 ..	75		37	11	55	55

(M. B. 400.345-Gen.-23)

By order of the Secretary of War :

CREED C. HAMMOND,  
Major General,  
Chief, Militia Bureau.

Official :

L. W. PRUNTY,  
Lieut. Col., Cavalry, M. B.,  
Assistant.

WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

July 6, 1925.

CIRCULAR NO. 30.  
A-20.

BADGES FOR SERVICE.

1. The following extract from a War Department General Order is published for the information and guidance of the National Guard :

“General Orders {  
No. 13.

War Department,  
Washington, June 9, 1925.

\* \* \* \* \*

“VI—Badges for service.—1. A badge for service is adopted by the War Department as evidence of military service rendered as hereinafter prescribed.

“2. The wearing, manufacture or sale of this badge is prohibited except as authorized herein. (Act of Feb. 24, 1923—42 Stat. 1286—Sec. 11, Bul. No. 2, W. D., 1923).

“3. The general description of the design of the badge is as follows :

“A dexter eagle with wings displayed perched within a ring which displays seven white and six red vertical stripes with a blue chief bearing the words “National Defense,” the dexter wing of the eagle behind the ring, the sinister wing in front of the ring.

“4. These badges will be procured by the Quartermaster Corps and will be on sale in general sales stores. Persons who are not entitled to make purchases from general sales stores may purchase the badge from post exchanges and commercial firms authorized by The Adjutant General to sell the badges.

“5. The following regulations are prescribed with reference to the wearing of the badge for service :

“a Persons entitled to wear the badges are—

"(1) Those who have served honorably as enlisted men, field clerks, warrant officers, nurses or commissioned members of the military forces in time of war.

"(2) Those who have served honorably in the Army of the United States and have been trained and qualified in the grade of private or in a higher grade, including warrant officers, contract surgeons and veterinarians, nurses and commissioned officers.

"(3) Those who have served honorably in a military unit conducted under the War Department or have been trained and qualified as a private or in a higher grade.

"b Next of kin are not authorized to wear the badge for service.

"c Except where other regulations govern, the length of service and training required for qualification for the badge for service will be as follows, such service and training to have been considered honorable and satisfactory by the commanding officer:

"(1) Two months' service in the Regular Army.

"(2) One year's service in the National Guard.

"(3) One year's service in the Enlisted Reserve Corps,

including 15 days' training on active or inactive duty, or equivalent training during another year.

"(4) One year's service in the basic course of a senior Reserve Officers' Training Corps unit, or in a junior Reserve Officers' Training Corps unit in an essentially military school.

"(5) Two years' service in other junior Reserve Officers' Training Corps units and units given Government aid under section 55c, National Defense Act, and section 1225, Revised Statutes.

"(6) Two months' service in a Citizens' Military Training Camp or its equivalent.

"d The badge for service will be worn on civilian clothing.

"6. Authority may be granted to private individuals, firms and corporations to manufacture and sell these badges under the same conditions as govern the manufacture and sale of service medals provided for in Bulletin No. 13, War Department, 1923. (A. G. 421.7 (5-14-25)).

\* \* \* \* \*

"By order of the Secretary of War:

J. L. HINES,  
*Major General,  
Chief of Staff."*

"Official:

ROBERT C. DAVIS,  
*Major General,  
The Adjutant General."*

2. In connection with paragraph 4, above General Order, officers of the National Guard and National Guard Reserve, when in State service, are authorized to buy these "Badges for Service" from Quartermaster sales stores. As these Badges will not be an article of issue, enlisted men may purchase same only at post exchanges and commercial firms.

By order of the Secretary of War:

CREED C. HAMMOND,

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,  
Assistant.*

*Major General,  
Chief, Militia Bureau.*



WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

CIRCULAR NO. 31.  
A-21.

July 13, 1925.

COURSES AT SERVICE SCHOOLS FOR NATIONAL GUARD  
PERSONNEL.

1. Arrangements have been completed for special courses for National Guard officers and enlisted men at the following service schools on the dates listed:

<i>Schools and Courses.</i>	<i>Date of Re- porting at school.</i>	<i>Date course commences.</i>	<i>Date course ends.</i>
<i>Infantry, Fort Benning, Ga.</i>			
Field Officers' course .....	Jan. 4th	Jan. 5th	Feb. 13th
Company Officers' course ...	Feb. 27th	March 1st	May 29th
Communications course ....	Feb. 1st	Feb. 2d	May 25th
(See Note 1)			
<i>Field Artillery, Fort Sill, Okla.</i>			
Field Officers' course .....	Jan. 2d	Jan. 5th	Feb. 19th
(See Note 2)			
Battery Officers' course ....	Sept. 12th	Sept. 15th	Dec. 12th
<i>Cavalry, Fort Riley, Kansas.</i>			
Field Officers' course .....	Sept. 12th	Sept. 15th	Oct. 26th
Troop Officers' course .....	Sept. 12th	Sept. 15th	Dec. 14th
<i>Coast Artillery, Fort Monroe, Va.</i>			
Field Officers' course (AA			
only), .....	Sept. 14th	Sept. 15th	Nov. 6th
Battery Officers' course ....	Sept. 14th	Sept. 15th	Nov. 6th
<i>Air Service, Brooks Field, Texas.</i>			
Primary Flying course ....	Aug. 30th	Sept. 1st	Dec. 31st
(2d Lieutenants only)			
<i>Medical, Carlisle Barracks, Pa.</i>			
Field Officers' course .....	Sept. 1st	Sept. 1st	Oct. 13th
Advanced course .....	Oct. 15th	Oct. 15th	Dec. 15th
(See Note 3)			

*Note 1:* The Communications course at the Infantry School is for noncommissioned officers, preferably capable sergeants, belonging to Infantry Headquarters units. They should have at least the equivalent of an eighth-grade education and be the type who can be used as instructors upon their return from the course.

*Note 2:* Further Field Artillery courses for Battery officers and noncommissioned officers will be announced at a later date.

*Note 3:* Qualifications for Field Officers' Course: Not over forty-five years of age, of any grade with a year's service in the War or a completed correspondence course and two weeks of summer training.

Qualifications for Advanced Course: Not over forty-eight years of age except Colonels and Lieutenants Colonels who hold assignments appropriate to their grade in units in the theatre of operations; not below field grade except when Field Officers' Course has been completed; a year's War service or two weeks' summer camp and completed correspondence course, or a graduate of the Field Officers' Course.

2. An allotment to States of officers and enlisted men is enclosed. These allotments represent the number for which it is definitely known that funds are available. Applications sent in from States to fill these allotments will be considered as "Principals" and the officers and enlisted men so recommended will be authorized to attend, if otherwise eligible. It is desired that each State, having an allotment of one or more of these "Principals" send in the applications of an equal number of "Alternates" and the States which have not been given "Principals" likewise send in applications for one or more "Alternates." When the allotment of "Principals" to a State has not been filled one month before the beginning of the course, the Militia Bureau will fill it from "Alternates" already received. In other words, unless applications of "Principals" be received by the Militia Bureau one month prior to the beginning of the course any such application received later will be considered as other "Alternates." When a "Principal" has been authorized to attend the course and his name is afterwards withdrawn, he will be replaced by an "Alternate" from the same State, if there is on file an application of an eligible applicant; otherwise, special selection will be made from the list of "Alternates" on file. Allotments to States will not be changed without authority of the Militia Bureau.

3. State authorities are requested to take such precautions as will insure that those selected for these courses are representative and will reflect credit on the service, and to limit their recommendations to—

a. Officers and enlisted men who have the necessary mental and physical qualifications to pursue the course with profit.

b. Officers and enlisted men who intend to continue in the service.

4. In order that the necessary records may be properly kept, the following information must be furnished in each case and each application should be forwarded as a separate communication:

*For Officers*

Full name.  
Rank.  
Permanent address.  
Age.  
Whether or not officer has dependents.  
Prior commissioned service—years, months and days.  
Course for which recommended.  
Number of miles from residence to school.

*For Enlisted Men*

Full name.  
Grade and Organization.  
Permanent address.  
Course for which recommended.  
Railroad fare from residence to school.  
Pullman fare from residence to school, provided the journey terminates between mid-night and 6:00 a. m. or exceeds 12 hours in duration.

5. As required by National Guard Regulations, in the case of applications of officers the following will be observed:

Applications will be submitted to the Chief, Militia Bureau, through the Adjutant General of the State and the Corps Area Commander, and should reach the Militia Bureau, where possible, two months prior to the beginning of the course. Before forwarding the application to the Corps Area Commander, the Adjutant General will obtain the following, entered by indorsement on such application, from the Senior Regular Army instructor on duty with the unit to which the applicant belongs:

a. Opinion as to applicant's professional fitness and ability to successfully complete the course.

b. Whether the applicant possesses characteristics which might

prevent his becoming an efficient instructor upon the completion of the course.

c. Whether the applicant is so established in the community that there is no reason to believe that he may be transferred from or leave his unit upon the completion of the course.

d. Whether unit to which the applicant belongs will be directly or specifically benefited by his completion of the course.

Corps Area commanders are requested to acquaint all instructors with the fact that they will be required to furnish the data listed as *a*, *b*, *c*, and *d*, this paragraph, in case of each officer applying for admission to the service school.

6. The following information should be furnished all the applicants:

a. All travel by enlisted men will be performed on transportation requests furnished by the United States Property & Disbursing Officer of the State for the travel to the school, and by the Quartermaster at the school for the travel to the soldier's home. All travel by officers is in a mileage status; they may secure transportation requests from the United States Property & Disbursing Officer of the State, or from the Quartermaster at the school.

b. No accommodations are available for families of officers.

c. Transportation for dependents and household goods is not authorized.

d. Officers are entitled to pay and allowances of their rank, including base pay, longevity pay, subsistence allowance and rental allowance. Enlisted men are entitled to the pay of their rank, and subsistence.

e. Officers and enlisted men should plan their departure so as to arrive at the school on the date specified for reporting.

7. Where a number of officers and enlisted men from the same State are recommended for the same course, State authorities and Corps Area commanders are requested to indicate relative merit of the applicants. (MB 352 Gen.-10)

By order of the Secretary of War:

CREED C. HAMMOND,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

(Note 1:—Applications for detail to the several schools should be forwarded immediately through military channels.—*Adj. Gen. of Penna.*)

(Note 2:—The allocation to Pennsylvania is as follows:

<i>State</i>	<i>School</i>	<i>Course</i>	<i>Allotment</i>
Pennsylvania	Air Service	Primary Flying	1
	Cavalry	Field Officers	1
	Cavalry	Troop Officers	1
	Medical Field Service	Advanced	1
	Field Artillery	Field Officers	1
	Infantry	Field Officers	2
	Infantry	Company Officers	4
	Infantry	Communication	1
<i>Adj. Gen of Penna.)</i>			

WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

July 14, 1925.

CIRCULAR NO. 32.  
A-22

SECTION I. PAY TABLES, FIELD TRAINING, OFFICERS, WARRANT OFFICERS, AND ENLISTED MEN, NATIONAL GUARD.

SECTION II. OFFICERS' CERTIFICATE FOR PAY AND ALLOWANCES TO ACCOMPANY PAY ROLLS.

*I. Pay Tables, field training, officers, warrant officers, and enlisted men, National Guard.*

Pay Table No. 1, which accompanied M. B. Circular No. 21, A-13, July 14, 1924, is amended with respect to rental and subsistence allowances, to read as follows:

	RENTAL ALLOWANCE		SUBSISTENCE ALLOWANCE	
	<i>With de- pendents</i>	<i>Without dependents.</i>	<i>With de- pendents</i>	<i>Without dependents.</i>
Major Gen'l ..	\$120.00	\$80.00	\$36.00	\$18.00
Brig. Gen'l ...	120.00	80.00	36.00	18.00
Colonel .....	120.00	80.00	36.00	18.00
Lt. Colonel ....	120.00	80.00	54.00	18.00
Major .....	100.00	60.00	54.00	18.00
Captain .....	80.00	60.00	36.00	18.00
1st Lieut. ....	60.00	40.00	36.00	18.00
2nd Lieut. ....	40.00	40.00	18.00	18.00
Warrant Officer	40.00	40.00	18.00	18.00

(354.1 Gen.-22.)

*II. Officers' Certificate for pay and allowances to accompany pay rolls.*

The following form of Certificates will be used by National Guard Officers for base pay, subsistence allowance, and rental allowance while in attendance at camps, maneuvers, etc., and will be used in lieu of certificates prescribed in Circular No. 47-A-25, 1924:

OFFICER'S CERTIFICATE.

I certify that the foregoing account is true and correct, and that payment of the account has not been received.

I further certify that my dependents are:

- (1) Lawful wife—(state name and address) .....
- (2) Unmarried children under 21—(state names and addresses) .....
- .....
- (3) Dependent mother—(state name and address) .....
- ....., and I attach hereto my statement and

her affidavit establishing such dependency.

I further certify that during the period covered by this voucher I was not assigned adequate quarters at any station; that I had no permanent station; that if without dependents, I was not on field or sea duty; that if with dependents, I did not occupy with them any public quarters assigned to me



without charge at any station, nor did any of them occupy quarters assigned to them or to any other officer or his dependents except for bonafide visits.

Station ..... Name .....  
Date ..... Rank .....

(Commanding Officers' certificates are not required in the cases of National Guard Officers who have no permanent station, and whose dependents, if any, are not occupying Government quarters). 245.81 Gen.-13.

C. C. HAMMOND,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

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WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

July 15, 1925.

CIRCULAR NO. 33.  
B

TRANSPORTATION TO AND FROM NATIONAL MATCHES

1. The attention of the State authorities is drawn to the great saving in travel charges that may result in connection with travel to and from the National Matches by using round trip summer tourists tickets to Toledo or Sandusky, Ohio.

2. When teams from the National Guard participate in a National Match, transportation requests should be issued for round trip summer tourist tickets, and if the carriers should refuse to issue through round trip tickets to Camp Perry on the basis of the combination summer tourist fares to Toledo or Sandusky, plus double local beyond, suggestion is made that one request be issued to cover summer tourist tickets to Toledo or Sandusky, and additional requests for local transportation beyond. In this connection, arrangements should be made with carriers for validation of tickets at Toledo or Sandusky. Carriers may upon request arrange to have the Validation Agent at Camp Perry validate all summer tourist tickets destined to Toledo or Sandusky.

3. In the event carriers should propose the use of special car for teams traveling collectively, arrangements should be made with carriers to operate such special car on an overflow basis, which will also accomplish a great saving in both rail and Pullman transportation charges. (MB-353.3 (Nat'l)-20).

By order of the Secretary of War:

C. C. HAMMOND,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

July 20, 1925.

CIRCULAR NO. 34.  
A-23.

SECTION I. RANGE OFFICERS, NATIONAL MATCHES,  
1925, DATE OF REPORTING.

1. Paragraph 3 of Circular No. 23 A-15, Militia Bureau, dated May 18, 1925, is amended to conform to paragraph 7, Bulletin No. 7, War Department, dated May 18, 1925. The above-mentioned bulletin authorized the range officers of State rifle teams to report at Camp Perry, Ohio, August 22, 1925, but in no event later than September 2, 1925.

2. The provisions of paragraph 6, Circular No. 23 A-15, Militia Bureau, are still in effect in so far as the remaining members of State rifle teams are concerned. (210.5 (Marksmanship) Gen.-4.)

By order of the Secretary of War:

CREED C. HAMMOND,  
*Major General,*  
*Chief, Militia Bureau,*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

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WAR DEPARTMENT.  
MILITIA BUREAU,  
Washington.

August 1, 1925.

CIRCULAR NO. 35.  
A-24.

SECTION I. ARMY TEAM BADGES FOR PRINCIPALS  
AND ALTERNATES ON NATIONAL MATCH  
PISTOL TEAMS.

SECTION II. APPLICATIONS FOR MARKSMANSHIP  
BADGES.

*I. Army Team Badges for principals and alternates on National Match pistol teams.*

Pending the issuance of new regulations on the subject, the following is published for the information and guidance of all concerned:

"Section I, Bulletin No. 1, War Department, 1923; Section IV, Bulletin No. 1, War Department, 1924, and so much of Section I, Bulletin No. 24, War Department, 1924, as relates to badges for principals and alternates on an Army of the United States pistol team, are rescinded and the following substituted therefor, effective July 1, 1925.

1. This badge will be issued to officers, warrant officers and enlisted men of the Regular Army, National Guard or Organized Reserves who shall have won a place as a principal or an alternate on a pistol team selected to represent in the national matches since and including the year 1920—

- a. The Regular Army or a part thereof.
- b. The Organized Reserves or a part thereof.

c. The duly organized National Guard of any State, Territory or the District of Columbia when not in the Federal service.

Officers, warrant officers and enlisted men of the Regular Army detailed for duty with the National Guard are not eligible to fire as members of a National Guard team, except in the case of those officers who also hold commissions in the National Guard. Such officers are eligible to fire as members of the National Guard team of the State with which they are on duty.

2. This badge will be issued to former officers, warrant officers and enlisted men of the Regular Army, National Guard or Organized Reserves who shall have won a place as principals or alternates on a pistol team selected to represent in the national matches since and including the year 1920—

a. The Regular Army or a part thereof.

b. The Organized Reserves or a part thereof.

c. The duly organized National Guard of any State, Territory or the District of Columbia, when not in the Federal Service, provided that—

(1) With reference to places on teams of the Regular Army or the Organized Reserves only in case such principals or alternates rendered service in the Regular Army, National Guard or the Organized Reserves on or after March 31, 1922, and were honorably discharged therefrom.

(2) With reference to places on National Guard teams only in case such principals or alternates rendered service in the Regular Army, National Guard or Organized Reserves on or after January 31, 1923, and were honorably discharged therefrom.

With regard to the particular dates mentioned in (1) and (2) above, March 31, 1922, is the date of Bulletin No. 5, War Department, 1922, in Section II, of which the issue of Army pistol team badges was first authorized; and January 31, 1923, is the date of Bulletin No. 1, War Department, 1923, in Section I of which National Guard pistol teams were first recognized for the purpose of award of Army pistol team badges.

3. In the Regular Army the award of these badges will be limited to such teams as are selected from any one of the following parts of the Regular Army which actually represents it in the national pistol team match:

Infantry (including the 65th Infantry in Porto Rico),  
Cavalry,  
Field Artillery,  
Coast Artillery,  
Air Service,  
Corps of Engineers,  
Signal Corps,  
Philippine Scouts.

Badges will be awarded in any one year to but one team representing any one of the above-mentioned parts of the Regular Army, and then only when such team actually fires in the national pistol team match.

4. In the Organized Reserves the award of these badges will be limited to such teams as are authorized by the War Department to participate in national pistol team matches.

5. Only one alternate will be considered in the award of these badges.

6. A principal is a member who actually fired on the team.

7. Application for these badges will be addressed to The Adjutant General. (Note: See Section II.) The application should give full name, present rank and address, rank and organization at the time of winning a place on the team, and name and year of the team.

8. These badges will be engraved as prescribed in AR 600-35. If lost or destroyed without fault or neglect on the part of the person to whom originally issued, duplicate badges, with appropriate engraving, will be issued only upon certification by The Adjutant General, the cost of such duplicate badges and engraving not to be borne by the War Department." (MB 210.5 Marksmanship-Gen.-4.)

## II. *Applications for marksmanship badges.*

All applications from NATIONAL GUARD PERSONNEL for Distinguished Pistol Shot Badges and Army Pistol Team Badges, as well as those for Distinguished Marksman and Army Rifle Team Badges will be submitted through the State Adjutant General concerned, who will indorse thereon the verification of the statement made, and forward the application in proper form to The Adjutant General of the Army, through the Chief, Militia Bureau. Applications for the replacement of lost badges will be submitted through the same channels. Paragraphs 7 and 8, Section I, and paragraph 2, Section II, Militia Bureau Circular No. 26 A-17, and paragraphs 7 and 8, Section I, hereof, are modified accordingly. (MB 210.5 Marksmanship Gen.-4).

By order of the Secretary of War:

CREED C. HAMMOND,  
*Major General,  
Chief, Militia Bureau,*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,  
Assistant.*

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## WAR DEPARTMENT. MILITIA BUREAU, Washington.

CIRCULAR NO. 36.  
B.

August 4, 1925.

## TRANSPORTATION TO AND FROM NATIONAL MATCHES.

1. In connection with Militia Bureau Circular No. 33-b on the above subject, information has been received that several passenger associations throughout the country are authorizing the sale of tickets on the certificate plan, on the basis of fare and one-half to Camp Perry, Ohio, and return for the annual meeting and National Matches of the National Rifle Association of America, to be held August 22 to September 20, 1925.

2. Reduced fares on certificate plan contemplate the purchase of tickets at regular one-way fare on going journey and half regular one-way fare returning "upon presentation of validated certificates" and the application of these reduced fares over the majority of the lines is conditional upon the payment of cash in advance for transportation and are not subject to land-grant or other deduction. Government transportation requests are considered the same as "cash."

3. The U. S. Property and Disbursing Officers should get in touch with local ticket agents within their territory and ascertain if such tariff reduction is in effect for transportation to Camp Perry and if so transportation requests will be issued on the basis outlined in paragraph 4 hereof.

4. In order to meet the tariff requirements, separate trans-



portation requests will be issued by the U. S. Property and Disbursing Officers for the going and return journey. These requests will be annotated to show that transportation is desired "at reduced fares on certificate plan" and that the requests for return journeys show reference to the serial numbers of requests for going trips.

5. Attention is also invited to the fact that travel should be performed at the cheapest rate available and these rates should be compared with instructions contained in Militia Bureau Circular No. 33-b to ascertain which method would result in the greatest saving to the United States.

By order of the Secretary of War:

C. C. HAMMOND,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.*  
*Assistant.*

5. The strength of the various National Guards as of June 30, 1925, is published as a matter of interest to the Pennsylvania National Guard:

NATIONAL GUARD STRENGTH  
By State and Assignment—June 30, 1925

STATE	Inf. Divs.	Corps	Army Troops		G. H. Q. Reserve	Coast Def.	Sp. All. Inf.	State Staff	Total
			Cav. Divs.	Other					
1. Alabama	2,154	134	368					15	2,671
2. Arizona	798							2	800
3. Arkansas				943			1,267	50	2,260
4. California	3,728					1,090		12	4,830
5. Colorado	1,473			217				12	1,702
6. Connecticut	2,834	789		227		250		7	4,107
7. Delaware		663				58		20	741
8. Dist. of Col.	481					147	78	3	709
9. Florida	1,981	41				147		4	2,173
10. Georgia	2,222	58	214				1,237	8	3,739
11. Hawaii							1,433	33	1,466
12. Idaho	135		427				330	6	898
13. Illinois	6,476	917	245				1,161	6	8,805
14. Indiana	3,999	769						7	4,775
15. Iowa	2,358	413	611					27	3,409
16. Kansas	2,551		511					34	3,096
17. Kentucky	2,158		505					11	2,674
18. Louisiana	1,523		398					29	1,950
19. Maine	1,446					548		6	2,000
20. Maryland	2,951						89	15	3,055
21. Massachusetts	7,950		365	263		943	278	14	9,813
22. Michigan	3,429	549	245					22	4,245
23. Minnesota	2,490						2,187	37	4,714
24. Mississippi	1,461	74						9	1,544
25. Missouri	3,001	847			714			14	4,576
26. Montana	1,129							4	1,133
27. Nebraska	1,708							21	1,729
28. Nevada									
29. New Hampshire		893						4	897
30. New Jersey	4,057		620					8	4,685
31. New Mexico	391		643					28	1,062
32. New York	11,752	1,676	1,148	1,003		1,918	4,692	60	22,249
33. North Carolina	1,767	807	248	73		429		22	3,346
34. North Dakota	1,373							21	1,394
35. Ohio	7,169		690				287	12	8,158
36. Oklahoma	4,431	739						34	5,204
37. Oregon	2,670					376		26	3,072
38. Pennsylvania	7,828	1,361	1,584	769				52	11,594
39. Porto Rico							1,877	28	1,905
40. Rhode Island	507			209		637		3	1,356
41. South Carolina	1,729	49				277		9	2,064
42. South Dakota	584				691			4	1,279
43. Tennessee	1,855	215	318	83				30	2,501
44. Texas	6,912		975					49	7,936
45. Utah	728				211			6	945
46. Vermont	1,099	44						7	1,150
47. Virginia	3,155					725		30	3,910
48. Washington	2,242		67			237		30	2,576
49. West Virginia	1,000						72	5	1,077
50. Wisconsin	3,729	427	724					13	4,893
51. Wyoming			629					29	658
Totals	125,414	11,465	11,535	3,787	1,616	7,782	14,988	938	177,525

By order of GIFFORD PINCHOT,  
Governor and Commander-in-Chief,

F. D. BEARY,  
The Adjutant General.

Official:

.....  
Adjutant



COMMONWEALTH OF PENNSYLVANIA,  
THE ADJUTANT GENERAL'S OFFICE,  
Harrisburg, Pa., November 13, 1925.

Bulletin }  
No. 5. }

1. The following indorsement of Headquarters Third Corps Area was received at the office of The Adjutant General, Harrisburg, Pa., in the case of an enlisted man applying for enrollment in the Army Correspondence Course:

3rd Ind.

HQ. THIRD CORPS AREA, Baltimore, Md., October 20, 1925.  
To The Adjutant General of Pennsylvania, Harrisburg, Pa.

1. Attention is invited to paragraph 6 b. of a letter from The Adjutant General's office dated August 18, 1925, File No. A. G. 352.6 (8-18-25) Misc., which reads as follows:

"b. An allotment from National Guard appropriations has been made available to meet the expenses of Army Correspondence Course lesson assignment sheets and mimeographed text material required for use of the National Guard during 1925-26. You are authorized, therefore, to continue the enrollments of National Guard personnel who were active students on June 30, 1925, and to accept new enrollments of National Guard officers for the 1925-26 Correspondence Courses. New enrollments of National Guard enlisted men, however, will not be accepted."

2. In view of the above the application for enrollment in the case of Corporal Campbell cannot be accepted nor can the issue of lesson material or text material be authorized in this case.

For the Commanding General:

D. Y. BECKHAM,  
*Lieutenant Colonel, Adjutant General's Dept.,  
Assistant Adjutant General.*

(Note: In view of this decision no new enrollments will be accepted of National Guard enlisted men for Army Correspondence Course.—*Adj. Gen. of Penna.*)

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2. Frequent inquiry is made as to methods of discharging enlisted men of the Regular Army who still have part of their enlistment to serve, and the following memorandum of The Adjutant General, Washington, D. C., is published for general information on the subject:

WAR DEPARTMENT  
The Adjutant General's Office  
Washington.

MEMORANDUM RELATIVE TO DISCHARGE OF ENLISTED MEN ON ACCOUNT OF DEPENDENT FAMILY.

1. A soldier may be discharged, in the discretion of the Secretary of War, under the provisions of Section 29, Act of Congress, approved June 4, 1920, when by reason of death



or disability of a member of his family, OCCURRING AFTER HIS ENLISTMENT, members of his family become dependent upon him for care or support.

2. A soldier cannot be discharged under the provisions of this law unless the dependency of members of his family originated after his enlistment and such dependency is due to death or disability of a member of his family occurring after his enlistment. No soldier can be discharged on account of dependency if the death or disability of a member of his family resulting in dependency occurred prior to his enlistment.

3. Application for discharge under this provision of law must be made by the soldier himself and forwarded through his commanding officer and should be accomplished with evidence in the form of affidavits from his dependents and two or more disinterested persons. Such evidence should not only set forth the general merit of the case, but should show whether the alleged dependency has occurred, through death or disability, since date of current enlistment; whether the soldier is rendering financial aid to the extent of his ability and whether such aid, together with assistance received by his dependents from all other sources, is insufficient to meet their reasonable needs, or to provide for their adequate care.

4. However, if the soldier whose discharge on account of dependent family is desired is serving outside the continental limits of the United States, the necessary evidence in the form of affidavits may be forwarded direct to THE ADJUTANT GENERAL OF THE ARMY, WASHINGTON, D. C. In case the evidence indicates that the soldier's discharge should be effected, steps will be taken to that end.

ROBERT C. DAVIS,

*Major General,  
The Adjutant General.*

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WAR DEPARTMENT  
THE ADJUTANT GENERAL'S OFFICE  
WASHINGTON

*Discharge by Purchase*

1. In time of peace, except as hereinafter provided, an enlisted man who has completed one year's service as such, and is not undergoing punishment or under charges, may obtain the privilege of purchasing his discharge, subject to the approval of the authority empowered to order discharge. Commanders of departments and corps areas are authorized to order the discharge of enlisted men by purchase under the conditions following:

An enlisted man who reenters the service after discharge by purchase will not be discharged again by purchase until after the completion of another year's service.

2. Discharges by favor, as distinguished from purchase, are illegal and will not be granted.

3. The service which can be counted in determining an enlisted man's eligibility for discharge by purchase and the amount of the purchase price includes only service in the Regular Army, or in other components of the Army of the

United States while in Federal service. Such service is not required to be continuous, but credit will not be given for service in any previous enlistment that was not terminated by an honorable discharge, nor for any period of time required by the 107th Article of War to be made good.

(a) The price of purchase will be as follows :

	United States including Porto Rico	Philippine Islands and China	Hawaii	Alaska	Canal Zone	Philippine Scouts
After 1 year's service	\$120.00	\$170.00	\$140.00	\$165.00	\$150.00	\$60.00
After 2 years' service	100.00	150.00	120.00	145.00	130.00	50.00
After 3 years' service	90.00	140.00	110.00	135.00	120.00	45.00
After 4 years' service	85.00	135.00	105.00	130.00	115.00	42.50
After 5 years' service	80.00	130.00	100.00	125.00	110.00	40.00
After 6 years' service	65.00	115.00	85.00	110.00	95.00	32.50
After 7 years' service	60.00	110.00	80.00	105.00	90.00	30.00
After 8 years' service	55.00	105.00	75.00	100.00	85.00	27.50
After 9 years' service	40.00	90.00	60.00	85.00	70.00	20.00
After 10 years' service	35.00	85.00	55.00	80.00	65.00	17.50
After 11 years' service	30.00	80.00	50.00	75.00	60.00	15.00

The station of the organization to which the enlisted man belongs, and not the station at which the discharge is consummated, determines the price of discharge.

(b) In the event of an enlisted man being discharged by purchase more than once, the purchase price will be determined by the length of time he has served since he was last discharged by purchase.

(c) In the case of an enlisted man who has received either—

- (1) The enlistment allowance of three times the monthly pay of a soldier of the seventh grade, authorized up to include June 29, 1921, or
- (2) The enlistment allowance of \$50, or \$25, multiplied by the number of years served in the enlistment from which he has last been discharged, authorized by Section 9 of the Act of June 10, 1922, and who purchases his discharge before he has completed one year of service on a full-duty status in his current enlistment, the price of purchase prescribed in (a) will be increased by the amount of such enlistment allowance.

(d) If the soldier's accounts do not show that he has sufficient credit with the United States to cover his indebtedness to the Government, including the price of purchase, he must deposit with his company commander the amount of deficit before the application will be forwarded.

4. When an enlisted man makes application for discharge by purchase on account of dependency of near relatives, the dependency not being such as to warrant discharge under the provisions of Section 29, Act of Congress, approved June 4, 1920, and shows in connection therewith that:—

(a) A state of actual destitution exists, and

(b) That he has to the extent of his opportunities and ability made contributions to the support of such relatives, but that these contributions have proved insufficient to relieve the

destitution, the authority empowered to order discharge may, in his discretion, remit such part of the purchase price of discharge, except the enlistment allowance, as may seem to him proper and necessary by reason of the inability of the enlisted man to pay the full amount.

(c) In such a case no advance deposit will be required of the enlisted man prior to the forwarding of his application, but upon receipt of the order authorizing his discharge the enlisted man must deposit with the company commander an amount sufficient to cover his indebtedness to the Government, including the price of purchase as fixed by the authority ordering the discharge.

5. To obtain the privilege of purchasing his discharge, an enlisted man must make application, through military channels, giving his reasons for desiring discharge.

6. It is not the policy of the War Department to permit an enlisted man to purchase his discharge when:—

(a) There is any special reason to the contrary.

(b) He offers a trifling reason, or no reason at all, in support of his application.

(c) He desires his discharge for the purpose of reenlisting in some other organization, nor is it the policy of the War Department to debar from the privilege of purchasing his discharge any enlisted man in whose case investigation shows that he has reasonable grounds for seeking to purchase his discharge and that there is no unusual reason why he should not be permitted to do so.

7. When the application of an enlisted man on foreign service for discharge by purchase is approved, the commander ordering the discharge may either:

(a) Return the enlisted man to the port of debarkation in the United States for discharge, or

(b) Discharge him at his present station, upon his own request.

8. An enlisted man discharged by purchase is not entitled to travel allowances.

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3. The following Circulars of the Militia Bureau are published for the information and guidance of all concerned :

CIRCULAR NO. 37

B.

WAR DEPARTMENT  
MILITIA BUREAU

Washington

August 29, 1925.

COST OF TRANSPORTING SUPPLIES AND EQUIPMENT

So much of paragraph 3, Militia Bureau Circular 1-B, January 8, 1925, as requires that a copy of the "report of transportation requests and bills of lading," Q. M. C. Form 135, be furnished this Bureau at the close of each month, is hereby revoked (MB 554.4 Gen.—2).

By order of the Secretary of War;

CREED C. HAMMOND,

*Major General,*

*Chief, Militia Bureau.*

Official :

L. W. PRUNTY,

*Lt. Col., Cavalry, M. B.,*

*Assistant.*

CIRCULAR NO. 38.

B.

WAR DEPARTMENT  
MILITIA BUREAU

Washington

September 5, 1925.

NATIONAL GUARD CONTRACTING OFFICERS AND  
MILITIA BUREAU CONTRACTS.

1. The Comptroller General recently sent to the Chief, Militia Bureau, the following letter :

"Sec. 3744, Revised Statutes, provides that, 'It shall be the duty of the Secretary of War \* \* \* to cause and require every contract made \* \* \* on behalf of the Government or by their officers under them appointed to make such contracts, to be reduced to writing, and signed by the contracting parties with their names at the end thereof; \* \* \*'.

"By the Act of June 12, 1906, 34 State, 258, there was an exception created to the above quoted section of the Revised Statutes, which Act reads in part as follows: 'Hereafter the purchase of supplies and the procurement of services for all branches of the Army Service may be made in open market in the manner common among business men, when the aggregate of the amount required does not exceed five hundred dollars; \* \* \*'. For a detailed discussion of the above see 21 Comp. 425. It appears that some contracts in excess of five hundred dollars are not always reduced to writing and signed at the end thereof by both contracting parties as required by the above quoted sections of the Revised Statutes. It is requested that hereafter, all contracts be executed in compliance with the above.

"It is noted that it has been the practice of your office to



attach formal contracts to the vouchers. Hereafter it is requested that such contracts after having received proper administrative approval be forwarded direct to this office, and if such contracts are accompanied by bonds, same should be routed through office of the Judge Advocate General and Section of Surety Bonds, Treasury Department, as required by A. R. Par. 576 and 575, respectively.

"Your attention is also invited to the fact that all formal contracts covering construction or alteration of public works, should be accompanied by a bond. See in this respect Army Regulations, Par. 572, and 33 Stat. 812.

"When competition is secured the number of dealers to whom circular letters were sent should be indicated in the space provided therefor on the reverse of voucher. When no competition is secured the reason for the absence of competition should also be indicated.

"In a great number of instances the vouchers submitted to this office fail to show the method of purchase as required by printed instructions on voucher. It is requested that hereafter all vouchers be properly executed to show the method of purchase regardless of the amount thereof.

"When emergency purchases are made under 3709 Revised Statutes and Par. 731, National Guard Regulations, the fact as to the emergency should be shown."

2. In a formal decision, dated June 3, 1925, the Comptroller General held that contracts involving the expenditure of federal funds appropriated for the National Guard are required to be made as similar contracts are made for the Regular Army.

3. To meet the foregoing requirements of the Comptroller General the National Guard Regulations will be amended to prescribe a permanent procedure and Militia Bureau forms will be published to facilitate the carrying out of such procedure. Pending the publication of such regulations and forms the temporary procedure outlined below will be followed.

4. Each United States Property and Disbursing Officer is hereby detailed as National Guard contracting officer for his State for the purpose of entering into such authorized contracts as involve the expenditure of federal funds apportioned to his respective State, Territory or District of Columbia. He will act for and in behalf of the United States in the execution of such contracts. Other National Guard officers will not enter into such contracts unless specially authorized to do so by the Secretary of War.

5. In exercising their functions as National Guard contracting officers, United States Property and Disbursing Officers will conform so far as possible to the provisions of AR 35—6020 and 700—30, paragraphs 555, 559, 560, 563, 564 and 569-581, Army Regulations, 1913, paragraphs 196, 202—208, 209½, 211—214, 248, 249, 251—261, 264, 267—271, 273—277, 464, 464½, 467—478, 483, 484 and 489 of Circular No. 1, Office of the Quartermaster General, 1923. Wherever reference is made in any of these regulations to purchasing officers, contracting officers, purchasing and contracting officers, and constructing quartermasters it shall be construed to mean the National Guard contracting officers designated in paragraph 4 of this Circular: whenever reference is made to the Quartermaster



General it shall be construed to mean Chief, Militia Bureau. In addition to the foregoing regulations, paragraphs 730, 731 and 769 of National Guard Regulations, 1922, will be complied with. In making payments under contracts and purchase orders United States Property and Disbursing Officers will conform to the provisions of AR 35-6040 and NGR-57.

6. The following forms will be used:

- Report of Open-market Procurements, W. D. Form No. 14.
- Contractor's Bond (Public Works), Q. M. C. Forms Nos. 100-G, 100-H, 100-I and 100-J, dependent upon whether principal is individual, partnership, or corporation, and surety individual or corporation.
- Bond, Supplies, Services, or Material—Q. M. C. Form No. 100-R,
- Quartermaster Corps Contract, Q. M. C. Form No. 108.
- Schedule "A", Q. M. C. Form No. 108-D.
- Call on Contractor, Q. M. C. Form No. 108-G.
- Supplemental Agreement for Modification of Contract, Q. M. C. Form No. 109a.
- Circular of Information and General Instructions to Bidders for Construction or Repair of Public Works (except vessels), Q. M. C. Form No. 109b.
- Supplemental Agreement for Extending Time Limit of Contracts, Q. M. C. Form No. 109c.
- Circular Proposals (Q. M. C. Form No. 119) consisting of following parts: (1) Advertisement Sheet—Q. M. C. Form No. 119. (2) Schedule Sheet and proposal form, when guaranty is not required—Q. M. C. Form No. 321 (Old Form 119a). (3) Schedule sheet and proposal form when guaranty of proposal is required—Q. M. C. Form No. 119b. (4) Insert schedule sheet to be used as required with Q. M. C. Form No. 321 or 119b,—Q. M. C. Form No. 119c. (5) Guaranty of proposal, Q. M. C. Form No. 119d.
- Abstract of Proposals—Long Form, Q. M. C. Form No. 123a: short form, Q. M. C. Form No. 124.
- Purchase Order—Q. M. C. Form No. 308 (Old No. 108b).

Except for change in the description and designation of the contracting officer all of these forms will be used without amendment, except Q. M. C. Form No. 109b, which will be amended as prescribed in paragraph 469 of Circular No. 1 Office of the Quartermaster General, 1923, and Q. M. C. Form No. 108, which will be amended as indicated on the "Model" and accompanying instructions which will be furnished by the Militia Bureau to each United States Property and Disbursing Officer.

7. Attention is invited to the fact that the above-quoted instructions of the Comptroller General and the above-cited regulations, require the execution of a formal contract when the amount involved exceeds \$500. When the amount involved does not exceed \$500, a purchase order may be used. Supplies required during encampments may be purchased from the Quartermaster Corps of the Army on purchase orders with the contract provisions deleted; neither formal contracts nor bonds are required in such transactions as they are dealings between different branches of the War Department. A performance bond in the amount of not less than 50 per cent of the total

consideration of the contract is required of the contractor with every formal contract for the construction of or repairs to public buildings and works. As to performance bonds in other cases, see paragraph 264 of Circular No. 1, Office of The Quartermaster General, 1923.

8. As soon as possible after the publication of this circular the Militia Bureau will send to each United States Property and Disbursing Officer a collection of the forms referred to herein, a copy of Circular No. 1, Office of the Quartermaster General, 1923, and a copy of each other publication referred to herein which has not already been issued. (MB 160 Gen.—1).

By order of the Secretary of War:

CREED C. HAMMOND,  
Major General,  
Chief Militia Bureau.

Official:

L. W. PRUNTY,  
Lt. Colonel, Cavalry, M. B.,  
Assistant.

CIRCULAR NO. 39

A-25

WAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

August 31, 1925.

SECTION I. APPLICATION OF SR 57 TO CONTENTS OF  
AND METHOD OF PACKING FIELD DESKS.

SECTION II. BLANK FORMS FOR MOBILIZATION AND  
OTHER PURPOSES.

SECTION III. CARE AND MAINTENANCE OF RECORDS.

SECTION IV. INSPECTION OF RECORDS.

SECTION V. USE OF FIELD DESKS.

I. *Application of SR 57 to contents of and method of packing field desks.*—All Militia Bureau instructions heretofore issued, including those on Militia Bureau blank forms, requiring records and blank forms to be kept in the field desk as prescribed by SR No. 57 are rescinded, insofar as they apply to the National Guard *not in Federal Service*.

II. *Blank forms for mobilization and other purposes.*—1. The following blank forms will be supplied to equip each company field desk for use upon mobilization:

<i>Form No.</i>	<i>Title</i>	<i>Quantity</i>
AGO 1	Company Morning Report .....	1
AGO 5	Daily Sick Report .....	1
AGO 6	Duty Roster .....	1
AGO 9	Monthly Roster .....	5
AGO 17	Requisition for Blank Forms .....	5
AGO 73	Strength Report .....	5
QMC 47	Requisition (b and c each) .....	12
QMC 57	Receiving Report .....	12
QMC 62	Shipping Ticket .....	12
QMC 64	Extra Sheets Shipping Ticket .....	24

The foregoing forms will be kept in the custody of the State Adjutant General until actual mobilization has been directed.

at which time they will be furnished to organizations; these forms will not be issued to organizations in the event a test mobilization, real or theoretical, takes place.

2. State Adjutants General are requested to immediately requisition a sufficient quantity of these forms, which, together with such as may now be on hand, will make it possible to supply all existing organizations, if and when mobilized. It is further requested that each State Adjutant General cause the forms for each organization within his State to be placed in an envelope, which should then be securely sealed, and be plainly marked with the designation of the organization to which it is to be forwarded upon mobilization.

3. In the future, upon receipt of notice of the extension of Federal recognition to a new unit, requisition should be submitted for a supply of these forms to meet its mobilization requirements, similarly as provided above for existing organizations, where the new unit does not replace one for which the blank forms have already been supplied. In this case the designation on the envelope containing the forms should be changed from the old to the new unit.

III. *Care and maintenance of records.*—1. In addition to the records required by the State authorities, organizations of the National Guard, while in State service, will maintain such records as are, or may be, prescribed by the Secretary of War.

2. The method of making or compiling the records prescribed by the Secretary of War will be in compliance with competent instructions emanating from the War Department; the location or place of keeping or storing such records within an organization is a matter discretionary with the State military authorities.

3. Blank forms required for routine administration while in State service will be supplied on requisition as heretofore.

IV. *Inspection of records.*—1. At the time of the Annual Armory Inspection, and on other occasions when ordered by competent authority, inspectors will inspect those organization records prescribed for maintenance by the Secretary of War.

2. The scope of these inspections will be limited to the determination of whether such records are prepared in accordance with War Department instructions, and whether the place in which they are kept is suitable for their proper preservation.

V. *Use of field desks.*—1. Field desks of all types are considered available and suitable as receptacles in which to keep records during the armory training period; it is discretionary, however, with the State military authorities as to what, if any, records, blank forms and stationery supplies, are actually kept in the Field Desk during the armory training period.

2. The necessary records and blank forms which should accompany an organization to a camp of instruction, will, as far as practicable, be carried and kept in the field desk during the period of encampment.

By order of the Secretary of War:

Official:

L. W. PRUNTY,

Lieut. Col., Cavalry, M. B.,  
Assistant.

C. C. HAMMOND,

Major General,  
Chief, Militia Bureau.

WAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

CIRCULAR NO. 40  
A-26

September 16, 1925.

REGULATIONS CONCERNING HUNTING AND FISHING IN  
NATIONAL FORESTS ON MILITARY  
RESERVATIONS.

The following regulations covering hunting and fishing in National Forests on Military Reservations, as listed therein, having been approved jointly by the Secretary of Agriculture and The Secretary of War, are published for the information and guidance of all concerned:

"WHEREAS the rules, regulations, and general plan of management for National Forests created under authority of Section 9 of the Act approved June 7, 1924 (43 Stat. 653), and jointly approved by the Secretary of War and the Secretary of Agriculture for the following Forests:

Jackson National Forest, South Carolina.  
Lee National Forest, Virginia.  
Tobyhanna National Forest, Pennsylvania.  
Upton National Forest, New York.  
Brady District, Michigan.  
Meade District, Black Hills National Forest, South Dakota.  
Pole Mountain District, Medicine Bow National Forest, Wyoming.  
Zuni District, Manzano National Forest, New Mexico.

contain the following section:

"The Secretary of Agriculture will exercise control over the National Forest in respect to fish, birds, and game under such regulations as may be jointly approved by the Secretary of War and the Secretary of Agriculture."

Now, THEREFORE, effective July 1, 1925, the following acts are prohibited by the Secretary of Agriculture:

- (A) Hunting, trapping, catching, disturbing or killing any kind of game or non-game animal, or game or non-game bird, or taking the nests or eggs of any such bird, except when authorized by permit issued by, or under the authority of, the Secretary of Agriculture.
- (B) The taking or disturbing of any kind of fish or the eggs thereof, except when authorized by permit issued by, or under the authority of, the Secretary of Agriculture.
- (C) Permitting dogs to run at large, or having in possession dogs not in leash or confined.

In testimony whereof, we have hereunto set our hands and



caused the seals of our respective Departments to be affixed this first day of July, 1925. (MB 618.36 Gen.-2)

(SIGNED) R. W. DUNLAP,  
*Acting Secretary of Agriculture.*

(SIGNED) J. L. HINES,  
*Acting Secretary of War."*

By direction of the Secretary of War:

CREED C. HAMMOND,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

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CIRCULAR NO. 41

A-27

WAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

September 18, 1925.

COURSES AT SERVICE SCHOOLS FOR NATIONAL  
GUARD PERSONNEL

1. Circular No. 31, Militia Bureau, of July 31, 1925, made a tentative allotment of principals and alternates to the States, of National Guard officers to attend the various schools.

2. These allotments were given with the proviso that applications from officers with the required qualifications, approved by the State Adjutant General, reach the Militia Bureau *one month* prior to the initial date of the particular school course.

3. The time required for the administrative, routine of approval, the notification to the State Adjutant General of selection of the officer and authority to order him to the school, and that necessary for the officer, after receiving notice of his designation, to report at the school, make it impossible to reduce this time limit.

4. Many applications are being received after this time limit has expired. In one case application for the Field Officers' course at the Cavalry School was received September 9th. The course begins September 15th. With the limited clerical force in the Militia Bureau one such case might be handled, and if the detail had not been filled, every effort would be made to give the officer opportunity to attend. But when many cases that have not been received on time are to be handled, it makes a very difficult situation for the Militia Bureau and, in some instances, misunderstanding and disappointment by the officers making application.

5. It is, therefore, earnestly requested that every effort be made by all concerned to get applications to the Militia Bureau on time that each State may have its proportional

benefit of these school courses for its officers. It is also requested that officers making belated applications, or State Adjutants General forwarding them at a date when they cannot reach the Militia Bureau on time realize that every effort is made to accommodate these. When, however, applications for a particular school course have been received on time in the number that can be accommodated at the school, it is obvious that any received at a later date must be unfavorably considered.

6. This information is published that some misunderstanding that exists and possible feeling in certain States that they have been deprived of their just share of these details, may be corrected. The Militia Bureau is desirous of giving each State its exact share of school details, but must have the cooperation of the States to insure it. Where this is not forthcoming in any case it is obvious that in the interests of the whole National Guard, it is better to give the detail to another State than turn the funds back into the Treasury. (M. B. 352-Gen-10)

By order of the Secretary of War:

CREED C. HAMMOND,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

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## CIRCULAR NO. 42

B

WAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

September 23, 1925.

### SHIPPING AND MAIL ADDRESS ON REQUISITION.

In addition to the instructions contained in paragraph 824, National Guard Regulations, 1922, relative to the preparation of requisitions, the latter will also show the complete shipping address of the officer, (official designation, organization, street, building or armory address, city and state) to whom the property is to be shipped. If mail address of consignee is different from address to which the supplies are to be shipped, statement to that effect should be entered on the requisition and desired mail address should be added.

By order of the Secretary of War:

CREED C. HAMMOND,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

CIRCULAR NO. 43  
A-28

WAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

September 19, 1925.

CLOTHING TO BE TAKEN TO SERVICE SCHOOLS BY EN-  
LISTED MEN OF THE NATIONAL GUARD.

1. Enlisted men of the National Guard reporting for a course at a Service School should be equipped with the clothing listed below:

Bolt, waist .....	1	**Handkerchiefs .....	6
**Bolt, waist, leather ...	1	Shoes, prs. ....	2
*Breeches, service .....	3	Hat, service .....	1
cotton		Hat, fatigue .....	1
Breeches, service .....	2	Leggins, prs. ....	2
woolen		Ornaments, collar, sets	2
Caps, service .....	1	Ornaments, cap .....	1
Coats, fatigue .....	2	*Overcoat, OD .....	1
*Coats, service .....	2	Raincoat .....	1
cotton		Shirts, flannel, OD ...	2
Coats, service .....	2	* **Stockings, cotton, prs. .	8
woolen		*Stockings, woolen, prs..	6
**Collars, stock, white ..	6	**Toilet set .....	1
Cords hat .....	1	**Towels, hand .....	3
**Cravat, or black tie ...	1	Trousers, fatigue .....	2
* **Drawers, cotton .....	4	* **Undershirts, cotton ...	4
* **Drawers, woolen .....	3	* **Undershirts, woolen ..	3
*Gloves, woolen, OD ...	1		

\* When seasonable.

\*\* Not authorized for issue to the National Guard.

2. Items listed above that are authorized for issue should be furnished by the National Guard organization commander. Items not ordinarily authorized for issue to the National Guard should be furnished at the school and charged to the State appropriation. Requisition for such items should be initiated by the State authorities and submitted through the Corps Area or Department commander concerned, who will attach the necessary sub-authorization to the requisition and forward same to the school authorities in time to reach the designated school upon arrival of the student thereat.

By order of the Secretary of War:

CREED C. HAMMOND,  
Major General.  
Chief, Militia Bureau.

Official:

L. W. PRUNTY,  
Lieut. Col., Cavalry, M. B.,  
Assistant.

CIRCULAR NO. 44  
A-29

WAR DEPARTMENT  
MILITIA BUREAU

Washington, D. C.  
September 29, 1925.

RECOVERY OF FEDERAL PROPERTY SUSPECTED TO  
HAVE BEEN STOLEN.

The following opinion of The Judge Advocate General of the Army, dated September 4, 1925, is published for the information and guidance of all concerned:

"In a communication directed to this office, \* \* \* states that he is informed that an army officer or any other authorized person may confiscate and give receipt for any property of the United States Government, such as pistols and field glasses, wherever it may be found in the possession of unauthorized persons, particularly pawn shops. He further states that his organization has lost considerable of this kind of property, that there is reason to believe that some of it has been pawned in the various shops of Pittsburgh, Pa., that if there is any legal way to secure the return of this property he desires to attempt it, and that he will greatly appreciate any information as to the law and procedure governing the right to seize such property.

"The acts of Congress governing this matter are contained in Section 3748, Revised Statutes, Section 35 of the Criminal Code of the United States and Section 1242 of the Revised Statutes; these sections being Sections 815, 816 and 817, respectively, of the Military Laws of the United States, 1921."

A similar question was raised in the case of pistols stolen from the unit commanded by \* \* \* and in an opinion of this office (J. A. G. 474.6) dated July 8, 1924 it was stated:

"In connection with the provisions of Section 3748, Revised Statutes, and the similar provisions of Section 1242, Revised Statutes, I stated in a former opinion (Ops. J. A. G. 474.6, February 6, 1924) that,

"\* \* \* it will be noted these statutes only refer to cases where the United States retains title to clothing, arms, military outfits, etc., furnished to a soldier, and not to cases where it is intended that title shall pass to an officer, or a soldier. Such has been the construction given Section 1242, R. S., when construed in connection with Section 3748, R. S., and Section 35 of the Criminal Code, as amended by the Act of October 23, 1918 (40 Stat. 1015). *Lobosco v. United States*, 183 Fed. 742)."

"In the same opinion I said with regard to the distinctive marking of Government property, "U. S.", "Property of the U. S.", etc., that

"No statute or regulation requires the removal of the



distinctive marking before the property leaves Government control, nor is there any statute forbidding property so marked being privately owned. Consequently, no presumption can be raised that such property is property of the United States when it is found in private hands.”

‘It will be seen, therefore, that the possession by “any person not a soldier or officer of the United States” of property bearing such distinctive marking is not alone sufficient to be presumptive evidence that the possession is wrongful. Nor is it sufficient legally to justify seizures of same by a Government agent. The property must be property “furnished by the United States to any soldier,” the title still must be in the United States. In making a seizure relying solely on the distinctive marking, the Government agent acts at his peril, for if it turns out that the person from whom the property is taken has lawful title to same and is using it lawfully, the Government agent who seized it will be liable as in other cases of unlawful seizures.’

‘The fact that now “the War Department will be more frequently able to supply proof that the pistols found in the hands of civilians were originally stolen from the United States” offers but little aid in the situation for undoubtedly there are still many “U. S.” pistols in the hands of civilians whose title thereto cannot be successfully questioned, hence the assurance that the seizure of property bearing such distinctive marking would be lawful still is far from certain.’

This opinion, after stating that the fact that during the war no record was kept of serial numbers of arms issued or sold is mainly responsible for the difficulties surrounding these matters, further states:

‘It appears that the only cases in which successful prosecution can be had are those in which proper proof of title in the United States can be produced.’”

(M. B. 400.73 Penna.—2)

By order of the Secretary of War:

CREED C. HAMMOND,

*Major General,  
Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,  
Assistant.*

(NOTE:—Whenever it is noticed that rifles, pistols, revolvers or field glasses are in the possession of any person not presumably authorized to have such articles, efforts should be made by officers of the National Guard to obtain the serial number of such rifle, pistol, revolver, or field glass concerned and such serial number should be immediately forwarded to the Adjutant General's Office, where there is on file a complete list of the serial numbers of rifles, pistols, revolvers, and field glasses issued to the Pennsylvania National Guard. Comparison can then be made and if the article in question is shown to be one issued to the State of Pennsylvania, claim can then be made upon the person in whose possession such article may be.—*Adj. Gen. of Penna.*)

CIRCULAR NO. 45  
A. 30.WAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

October 1, 1925.

STATUS OF MEDICAL OFFICERS CARRIED WITH  
MEDICAL DEPARTMENT DETACHMENTS IN  
NATIONAL GUARD TABLES OF  
ORGANIZATION

1. Captains and lieutenants of the Medical Department carried in National Guard Tables of Organization under "Medical Department Detachment" are officers "NOT BELONGING TO ORGANIZATIONS" in contra-distinction to officers of companies, troops, batteries and detachments, and are paid accordingly under provisions of section 109, National Defense Act, and applicable National Guard Regulations, for the satisfactory performance of appropriate duties.

2. The commanding officer of an organization having a Medical Department Detachment will detail one of the medical officers to command the Medical Department Detachment. Should the detachment be organized at two or more stations he will detail a medical officer to command the part thereof at each station. In the latter case the senior officer in command of any of the parts will also be in command of the detachment. The field officer carried in the Medical Department Detachment may be detailed to command the detachment and one of the parts, when divided. (325.43—Gen—78).

By order of the Secretary of War:

CREED C. HAMMOND,  
*Major General.*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

CIRCULAR NO. 46  
BWAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

October 12, 1925.

INCREASED PAY FOR MEMBERS OF THE NATIONAL  
GUARD PARTICIPATING IN AERIAL FLIGHTS.

1. Attention is invited to the Executive Order of September 14, 1925, governing increased pay for members of the National Guard participating in aerial flights, which is published for the

information and guidance of all concerned. This order reads as follows:

### “EXECUTIVE ORDER

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For the purpose of carrying into effect the provisions of section 4 of the Act of Congress approved May 31, 1924, relative to increased pay for members of the National Guard while on duty requiring them to participate regularly and frequently in aerial flights and allowance for traveling expenses incident thereto, the following regulations, effective July 1, 1922, are hereby promulgated and made applicable to officers and enlisted men of the National Guard:

1. Officers and enlisted men of the National Guard who, under regulations prescribed by the Secretary of War, are physically fit for flying, and who come within the following classes, will be considered as on duty requiring them to participate regularly and frequently in aerial flights.

a. Officers belonging to Air Service organizations of the National Guard who by applicable tables of organization are classified as pilots or observers.

b. Enlisted men belonging to Air Service organizations of the National Guard who by applicable tables of organization are classified as flight chiefs, crew chiefs, or master photographers.

c. Officers of the Medical Corps attached to Air Service organizations of the National Guard, who by applicable tables of organization are classified as flight surgeons.

d. In addition to the above, such other officers and enlisted men belonging to or attached to Air Service organizations of the National Guard as may be detailed to such duty by written orders issued by senior Air Service commander in each State: provided, that the number of additional enlisted men so detailed in any organization shall not exceed 10 per centum of the maintenance enlisted strength of such organization including attached personnel.

e. Officers and enlisted men, who, under authority of the Secretary of War are in attendance at a course of instruction in aircraft pilot duties, aircraft observer duties, or flight surgeon duties at a service school.

2. Definitions: a. An “Aerial flight” is defined as a journey in an aircraft and such aerial flight will begin when the aircraft leaves the ground or water and will terminate when again at rest on the ground or water.

b. “Travel by air” is defined as a journey in an aircraft made by orders of competent authority and which requires one or more landings away from the starting point.

c. A “continuous journey by air” is defined as any journey performed in an aircraft under the orders of competent authority, from and return to the place of permanent station or to other final destination named in the orders, which requires one or more landings, provided that the stop, except that due to the causes set forth below, in any one locality does not exceed seventy-two hours.

d. A "necessary delay" incident to one or more of the following conditions is a delay during a continuous voyage:

- (1) Unfavorable weather conditions.
- (2) Necessary repairs to aerial equipment.

3. Each officer and enlisted man of the National Guard while on duty requiring him to participate regularly and frequently in aerial flights shall, unless excused therefrom by his immediate commanding officer, be required:

a. When participating in exercises or performing duties provided for by section 94, 97, or 99, National Defense Act, to make at least 10 aerial flights or be in the air a total of four hours during each complete calendar month, and during a fractional part of a calendar month to make a proportionate number of aerial flights or be in the air a proportionate period of time.

b. If a captain, lieutenant or enlisted man belonging to an organization, to make at least one aerial flight at each ordered assembly for drill and instruction at which he is in attendance.

c. If an officer below the grade of major not belonging to an organization, or an officer above the grade of captain:

(1) During each calendar month he is in armory drill pay status for the entire month, to make at least 4 aerial flights or be in the air a total of 96 minutes; and

(2) During each calendar month he is in an armory drill pay status for only a part of the month, to make such number of aerial flights or be in the air such period of time as bears the same ratio to four flights and 96 minutes respectively as the period such officer is in an armory drill pay status bears to the entire month.

The duty herein prescribed shall be performed at an ordered assembly or assemblies for drill and instruction.

d. The duties prescribed above shall be in addition to any other duty or duties which may be required of such officers and enlisted men while in attendance at assemblies for drill and instruction, and while participating in exercises or performing duties provided for by section 94, 97, or 99, National Defense Act.

4. a. An officer or enlisted man of the National Guard on duty requiring him to participate regularly and frequently in aerial flights, who, while participating in exercises or performing duties provided for by section 94, 97, or 99, National Defense Act, particulars in at least 10 aerial flights or is in the air a total of four hours during a complete calendar month, shall receive an increase of 50 per centum in the pay prescribed by law for officers and enlisted men participating in exercises or performing duties provided for by sections 94, 97, and 99, National Defense Act. During a fractional part of a calendar month such officer or enlisted man shall receive such increase of pay if he participates in a proportionate number of aerial flights or is in the air a proportionate period of time.

b. A captain, lieutenant or enlisted man belonging to an Air Service organization of the National Guard on duty requiring him to participate regularly and frequently in aerial flights, who, while in attendance at an ordered assembly for drill and



instruction of his organization, participates in one or more aerial flights, shall receive an increase of 50 per centum in the pay to which he is otherwise entitled for attendance at such assembly.

c. An officer below the grade of major not belonging to an organization, or an officer above the grade of captain, on duty requiring him to participate regularly and frequently in aerial flights, who, while in attendance at an ordered assembly or assemblies for drill and instruction:

(1) During a calendar month he is in an armory drill pay status for the entire month, makes at least 4 aerial flights or is in the air a total of 96 minutes; or

(2) During a calendar month he is in an armory drill pay status for only a part of the month, makes such number of aerial flights or is in the air such total period of time as bears the same ratio to 4 flights or 96 minutes, respectively, as the period such officer is in an armory drill pay status bears to the entire month;

shall receive an increase of 50 per centum in the armory drill pay to which he is otherwise entitled for such month.

5. Officers and enlisted men of the National Guard while on duty requiring them to participate regularly and frequently in aerial flights, shall, when such flying duty involves travel, receive the same allowances for traveling expenses as are or hereafter may be authorized for the Regular Army. Such allowances shall be paid only when the travel is authorized by the Secretary of War and performed under competent orders.

/s/ CALVIN COOLIDGE

The White House,  
September 14, 1925.

(No. 4301)"

2. Pay rolls which include the increased pay for members of the National Guard while on duty requiring them to participate regularly and frequently in aerial flights, as provided by the Executive Order of September 14, 1925, above quoted, will be prepared in accordance with the following instructions:

3. The assignment to duty requiring regular and frequent participation in aerial flights will be shown:

a. In the case of each officer or enlisted man who is on such duty by virtue of his classification under a National Guard Air Service table of organization, by a remark stating that he is "on flying duty" and in what capacity, e. g., pilot, observer, flight surgeon, flight chief, crew chief, or master photographer.

b. In the case of each officer or enlisted man detailed to such duty by written order of the senior Air Service commander in the State, by a remark stating that he is "on flying duty", and citing the order. A certified copy of the order must also be attached to each copy of the pay roll.

c. In the case of an officer or enlisted man in attendance at a course of instruction in aircraft pilot duties, aircraft observer duties, or flight surgeon duties at a service school, by a remark stating that he is "on flying duty at a course of

instruction in aircraft pilot (or aircraft observer or flight surgeon) duties at a service school", and citing the order directing his attendance at the school. A certified copy of the order must also be attached to each copy of the pay roll.

4. Participating in aerial flights will be shown in the case of each officer and enlisted man by a schedule showing by date, hour and duration each flight in which he participated during the period covered by the pay roll.

5. The following model remarks are given as examples of the method of furnishing the information prescribed by paragraphs 2 and 3 above:

a. On flying duty as pilot. Participated in aerial flights as follows:

Oct.		Nov.
3-3:30 P. M. 20 Min.		7-2:30 P. M. 30 Min.
10-4:10 P. M. 30 "		14-3:05 P. M. 26 "
17-3:10 P. M. 26 "		28-3:50 P. M. 20 "
24-4:30 P. M. 32 "		4:03 P. M. 24 "
Dec.		
5-2:45 P. M. 23 Min.		
3:10 P. M. 40 "		
19-3:30 P. M. 42 "		

b. On flying duty per 0 36 102 Obs. Sq. Oct. 1/25, copy attached. Participated in aerial flights as follows:

(Schedule flights by date, hour and duration as shown in example *a* above).

c. On flying duty at a course of instruction in aircraft pilot duties at a service school per par 6 S O 36 AGO N. Y. Oct. 10/25, copy attached. Participated in aerial flights as follows.

(Schedule flights by date, hour and duration as shown in example *a* above).

6. The commanding officer of the organization will execute and attach to the pay roll the following form of certificate which will be in addition to the certificate now required on pay rolls:

"I certify that the officers and enlisted men listed hereon as 'on flying duty' were, on the dates on which they are credited with making aerial flights physically fit for flying under the provisions of National Guard Regulations and on duty requiring them to participate regularly and frequently in aerial flights; and that they actually participated in aerial flights as stated in the entries after their respective names.

.....

.....

Commanding Organization."

7. Where a pay roll covers a period prior to May 31, 1924, when the Act of Congress authorizing the increased pay for flying was approved by The President, the certificate prescribed in paragraph 5 above will be changed by deleting the word "and" at the beginning of the final clause, by changing the period at the end of the final sentence to a semicolon, and by adding the following: "that the aerial flights for which

increased pay is claimed were a part of the training prescribed by the War Department for Air Service organizations of the National Guard; that I am the official custodian of the (*Name or record*) of (*Name of Organization*) and that the attached extracts therefrom are true and complete copies of the parts of such (*Name of Record*) for the dates indicated therein which relate to the officers and enlisted men credited with participation in aerial flights in the attached pay roll." To this certificate there will be attached extract copies of the flight records of the organization showing by date, hour and duration the aerial flights listed in the pay roll for which increased pay is claimed.

8. When claims for increased pay for flying performed at service schools are presented by National Guard officers on War Department Form No. 336, Pay and Allowance Account, there will be attached thereto the certificate of the claimant embodying the requirements of paragraphs 2 and 3 above; and the certificate of the organization or other commander under whose jurisdiction the flights were made, embodying the requirements of paragraphs 5 and 6 above.

9. So far as funds allotted therefor are available payments for periods subsequent to May 31, 1924, will be made by Finance Officers of the Army and United States Property and Disbursing Officers who have paid or will pay the armory drill or other pay on which the increased pay for flying is based, except that in the case of courses at service schools completed before the publication of these instructions payments will be made by the Disbursing Officer, Militia Bureau. Claims for the period beginning July 1, 1922 and ending May 31, 1924, will be made on pay roll forms or pay and allowance account forms properly accomplished and forwarded to the Chief, Militia Bureau, for reference to the General Accounting Office for settlement.

10 Requests for reservations of funds and procurement authorities for such increased pay will be forwarded to the Militia Bureau in the usual way. (M. B. 241.14 Gen. -1).

By order of the Secretary of War:

CREED C. HAMMOND,

*Major General,*

*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,

*Lieut. Col., Cavalry, M. B.,*

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CIRCULAR NO. 47.

B.

WAR DEPARTMENT

MILITIA BUREAU

Washington, D. C.

October 13, 1925.

RESERVATION OF FUNDS AND USE OF AUTHORITY  
NUMBERS.

1. Reservation of funds, pursuant to paragraph 2-d, National Guard Regulations No. 56, will hereafter be made by the

Militia Bureau on Militia Bureau Form No. 41. These reservations will be numbered serially for each State by fiscal years and will contain the following information :

- a. Description of authorized services or articles to be purchased, with amount reserved therefor.
- b. Changes in requests for reservation of funds, if any.
- c. Authority numbers to be used on all procurement papers and vouchers pertaining to the reservation.
- d. Appropriation Title.

2. Militia Bureau Form No. 41 will also be used whenever reservations or parts thereof, are cancelled.

3. Strict compliance with the foregoing instructions, printed on Militia Bureau Form No. 41, will be of great assistance to all concerned in connection with the disbursement of and accounting for funds appropriated for the support of the National Guard :—

1. Requisitions for funds, when submitted, will refer to this reservation by number. (By Serial Number and Reservation Number).

2. All vouchers covering payments will bear the authority numbers given therein.

3. The first voucher covering payments will be accompanied by the reservation, and subsequent vouchers will be accompanied by memoranda showing number of vouchers with which original reservation was filed.

4. Obligations must not be incurred until a reservation of funds has been made on the books of the Militia Bureau.

5. Payments must not be made until requisition for funds submitted by the Governor is approved.

4. Particular attention is invited to the fact that Authority Numbers given by the Militia Bureau in connection with Reservations of Funds are of great importance in connection with the cost-keeping system of the Bureau. Separate authority numbers will, from time to time, be assigned to specific projects in connection with which it may be desired to keep detailed records. It is requested that United States Property and Disbursing Officers quote the exact authority numbers given in the Reservation in each case.

5. The authority number consists of :—

- a. The code number for the name of the State, for example,—“16” for Alabama.
- b. The letter designation of the Militia Bureau followed by a serial or project number, for example,—“MB-101,” for Militia Bureau, project number 101.
- c. The letter “P” followed by the purpose number taken from the procurement code published in General Orders, No. 10, War Department, 1925.
- d. The letter “A” followed by the code number of the appropriation properly chargeable.



## e. Illustration.

16-MB-101-P-3992-A-440-6 Means—

Alabama, Militia Bureau Project No. 101, Repairs to motor-driven vehicles (non-passenger carrying) payable out of the appropriation, "Arms, Uniforms, Equipment, etc., for Field Service, National Guard," fiscal year 1926.

6. Whenever more than one authority number is quoted in the Reservation, the exact amount disbursed under each authority number will be given on the voucher.

7. Whenever purpose number "5205" is given in the authority number, United States Property and Disbursing Officers should designate specific purpose numbers (published in General Orders No. 10, War Department, 1925) on all procurement papers and vouchers.

CREED C. HAMMOND,  
Major General,  
Chief, Militia Bureau.

Official:

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Assistant.

CIRCULAR NO. 48

B

WAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

October 17, 1925.

## ARMY CORRESPONDENCE COURSES, 1925-1926

1. Attention is invited to the Announcement of Army Correspondence Courses, 1925-1926, published by the War Department August 20, 1925, with particular reference to the statements as to eligibility for enrollment in particular courses. It should be noted that upon presentation of satisfactory evidence of proficiency in the subject matter of any sub-course the Corps Area Commander is authorized to enroll a student in the next higher subcourse up to and including the advanced course. This provision enables qualified National Guard personnel to pursue the phase of training desired without prior actual completion of all other correspondence courses listed in advance thereof. In the absence of other records to the contrary, Corps Area Commanders should accept the recommendations of instructors as to the proper courses or sub-courses to be pursued by National Guard personnel under their supervision.

2. The Militia Bureau has made arrangements to furnish, through Corps Area Commanders and at the expense of Militia Bureau appropriations, lesson sheets for use by students in the army correspondence courses enrolled from among the personnel of the National Guard. No publications, maps, or other material except the lesson sheets can be provided at the

expense of Militia Bureau appropriations. If the State military authorities desire to furnish publications, maps, or other material for the purpose stated above, arrangements must be made by the State concerned to defray the cost thereof from other than Militia Bureau funds.

3. Envelopes will be supplied while they remain an article of free issue. Their use must conform to the requirements set forth in Par. 1013, National Guard Regulations. Requisitions for envelopes should be submitted to the Corps Area Commander.

4. Due to the limited funds available for the purpose, the policy of the Militia Bureau contemplates the participation of officers only in correspondence courses. There is no objection to the enrollment and participation of warrant officers, or enlisted personnel in these courses, provided this action does not involve expenditure of any Militia Bureau funds in addition to those already allotted to provide lesson sheets during the fiscal year 1926.

5. Instructors will make every effort to impress the National Guard commissioned personnel under their supervision with the advantages to be gained from pursuing correspondence courses in addition to the regular performance of their National Guard duties, especially as a means to better fit them for examination for promotion. It is suggested that where sufficient interest cannot be aroused in correspondence courses as such, the lessons thereof may be found to be of considerable value as lesson topics for armory schools.

6. Correspondence Courses are especially valuable for officers contemplating attendance at Service Schools, and their standing at such schools will be materially increased by such previous preparation. (M. B. 325.522 Gen.-8)

By order of the Secretary of War:

CREED C. HAMMOND,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

CIRCULAR NO. 49

B

WAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

October 19, 1925.

ATTENDANCE OF NATIONAL GUARD OFFICERS AT THE  
COMMAND AND GENERAL STAFF SCHOOL

1. The next course at the Command and General Staff School at Ft. Leavenworth for National Guard officers will begin March 15, 1926 and end June 21, 1926.

2. Eighteen National Guard officers will be detailed to this course, as equally distributed among the various States as applications from qualified officers will permit.

3. The following qualifications for detail to the course are desirable and, where other considerations do not preclude, will govern:

(a) Must be assigned to a tactical division in capacity of:

Division Commander  
Brigade Commander  
Chief of Staff  
G-3  
G-4

(b) Must be less than 48 years old.

(c) Must have completed sub-courses 1 and 2 of Correspondence Course D.

4. It is the desire of the Militia Bureau to detail one officer from each Division (Infantry and Cavalry), the Staff of which has been organized and is functioning. To this end State Adjutants General should give prompt information to those concerned that those who desire the detail, but have not yet completed the required sub-courses, may have the necessary time to accomplish it.

5. Not later than January 5, 1926, all applications of eligibles to take the course should be forwarded by State Adjutants General to Corps Area Commanders. Applications must show affirmatively possession of the necessary qualifications, and any others that would enhance the benefit to the Division of the training of the particular officer. Where the Division pertains to one State the Division Commander's action should be shown before forwarding.

6. It is hoped to have at least two applications for the course from each Division, indicated as principal and alternate (by the Adjutant General where more than one officer of a Division, from the same State, is selected,) that prompt action may be taken in the event that an officer who has been detailed is later prevented from attending.

7. Corps Area Commanders are requested to forward all applications to the Militia Bureau not later than January 20, 1926, with their recommendations thereon. Where the Division pertains to two or more States the Corps Area Commander should secure from the Division Commander an expression of opinion as to the suitability of the applicants, and indicate them as principal and alternate.

8. For the information of all concerned sub-courses 1 (a brief review of Military organization, methods of map problem solution, map reading, field fortification and tactics and technique) and 2 (tactical principles) of Course D, are short courses that can be completed in four weeks (one night per week). Some Division Staffs have taken these and other sub-courses more advanced in their weekly conferences, with excellent results. Sub-course 3 is "Tactical Principles," and

Sub-course 4 is "Command, Staff and Logistics." The texts for all four of these sub-courses may be secured upon application to Corps Area Headquarters to be enrolled for the courses.

9. Detail to classes subsequent to 1926, will depend on the additional qualification that the applicant shall have completed the first *four* sub-courses, Course D, of the Correspondence Course.

10. The course at the C. & G. S. School is primarily a command course and applicable particularly to the Division. Recognizing the difficulty of giving Division Commanders the course, through inability to attend in most cases, as well as the high cost, it is deemed essential that certain of the Division Staff officers have the training so that the Division Commander will have its results available.

11. It is the policy of the Militia Bureau to extend eligibility to this course to regimental commanders qualifying in other respects, as in Paragraph 3 above, as soon as the Headquarters of Divisions and Brigades have some graduates. Instead of the first four sub-courses of Course D, Correspondence Course, qualification in the advanced course of their branch of service will be accepted. (352—Command and Staff School-18)

By order of the Secretary of War:

CREED C. HAMMOND,

*Major General,  
Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lieut. Col., Cavalry, M. B.,  
Assistant.*

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4. The following table indicating strength of National Guard September 30, 1925 is published as a matter of information:

### NATIONAL GUARD STRENGTH

By Corps Area and Assignment—September 30, 1925.

CORPS AREA	Inf. Divs.	Corps	Army Troops		G. H. Q. Reserve	Coast Def.	Sp. All. Inf.	State Staff	Total
			Cav. Divs.	Other					
<b>1st Corps Area</b>									
Connecticut .....	2,922	809		224		245		7	4,207
Maine .....	1,473					554		5	2,032
Massachusetts .....	7,861		368	268		998	307	15	9,817
New Hampshire .....		1,050						4	1,054
Rhode Island .....	471			239		665		7	1,382
Vermont .....	1,127	43						6	1,176
<b>2nd Corps Area</b>									
Delaware .....		729				63		17	809
New Jersey .....	4,008		630					11	4,649
New York .....	11,624	1,712	1,111	1,002		2,051	4,793	60	22,353
Porto Rico .....							1,885	29	1,914
<b>3rd Corps Area</b>									
Dist. of Columbia .....	587					140	78	3	808
Maryland .....	3,052						84	16	3,152
Pennsylvania .....	7,846	1,394	1,618	818				54	11,730
Virginia .....	3,240					746		26	4,012
<b>4th Corps Area</b>									
Alabama .....	2,122	151	395					14	2,682
Florida .....	1,947	86				156		4	2,193
Georgia .....	2,237	62	231				1,249	8	3,787
Louisiana .....	1,580		416					30	2,026
Mississippi .....	1,523	70						8	1,601
North Carolina .....	1,751	895	237	73		495		18	3,469
South Carolina .....	1,911	50				306		9	2,076
Tennessee .....	1,737	214	318	85				33	2,587
<b>5th Corps Area</b>									
Indiana .....	3,904	721						7	4,632
Kentucky .....	2,242		518					11	2,771
Ohio .....	7,229		662				283	12	8,186
West Virginia .....	1,051						67	4	1,122
<b>6th Corps Area</b>									
Illinois .....	6,661	814	256				1,181	5	8,917
Michigan .....	3,571	531	251					19	4,372
Wisconsin .....	3,771	449	719					13	4,952
<b>7th Corps Area</b>									
Arkansas .....				953			1,267	52	2,272
Iowa .....	2,392	439	638					28	3,497
Kansas .....	2,632		543					36	3,211
Minnesota .....	2,419						2,179	38	4,636
Missouri .....	3,191	830			710			14	4,745
Nebraska .....	1,756							20	1,776
North Dakota .....	1,319							25	1,344
South Dakota .....	594				694			4	1,292
<b>8th Corps Area</b>									
Arizona .....	852							4	856
Colorado .....	1,471			222				13	1,706
New Mexico .....	396		642					26	1,066
Oklahoma .....	4,666	809						44	5,519
Texas .....	7,424		996					53	8,473
<b>9th Corps Area</b>									
California .....	3,671					1,107		12	4,790
Idaho .....	132		419				326	6	883
Montana .....	1,131							4	1,135
Oregon .....	2,496				118	372		20	3,006
Utah .....	740				218			7	965
Washington .....	2,227		65			236		33	2,561
Wyoming .....			638					26	664
HAWAIIAN DEPT. ....							1,375	34	1,409
<b>Grand Totals</b> ....	126,957	11,858	11,671	3,884	1,740	8,134	15,074	956	180,274

FIGURES ARE FOR AUGUST 31, 1925.

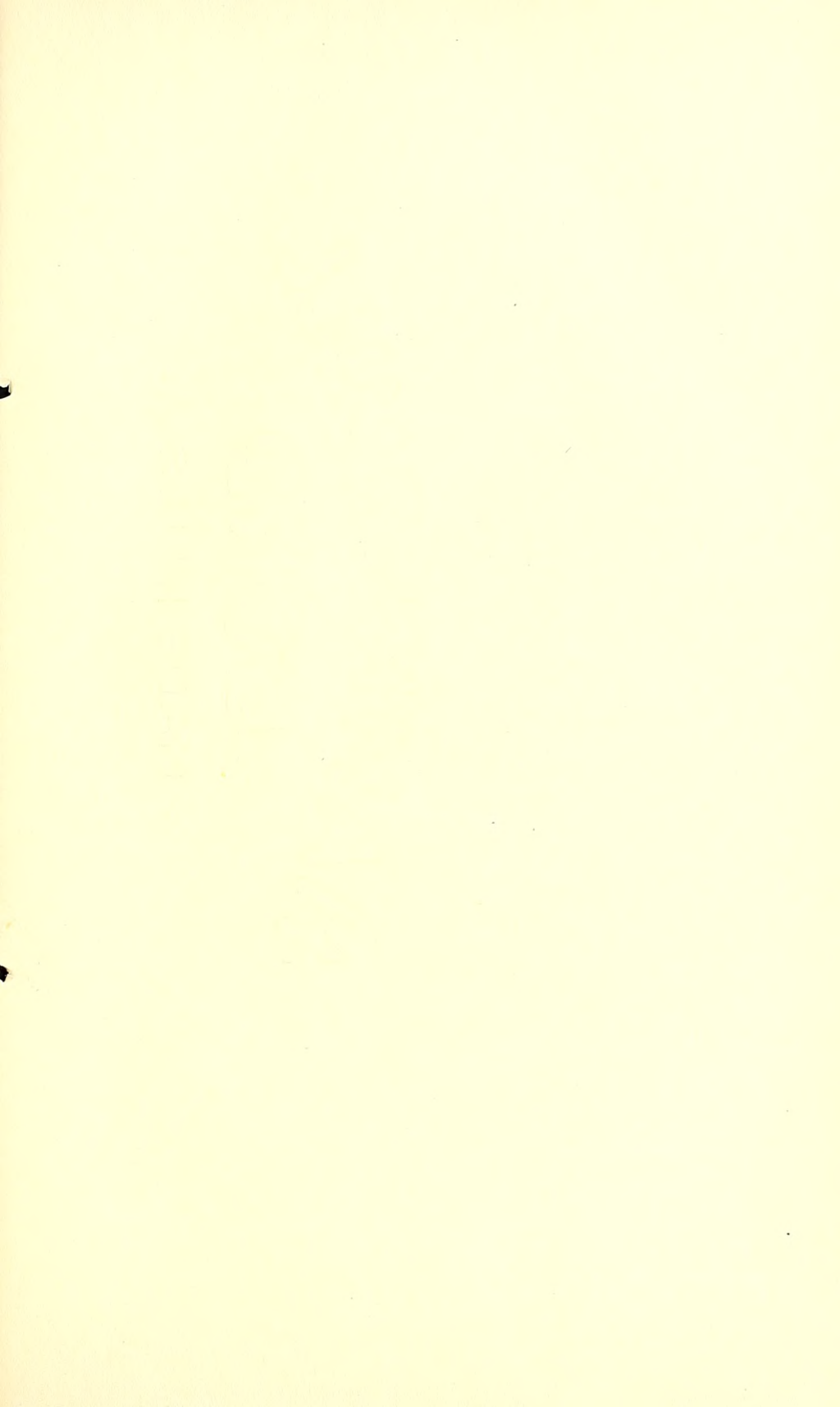
By order of GIFFORD PINCHOT,  
Governor and Commander-in-Chief.

F. D. BEARY,  
The Adjutant General.

Official:

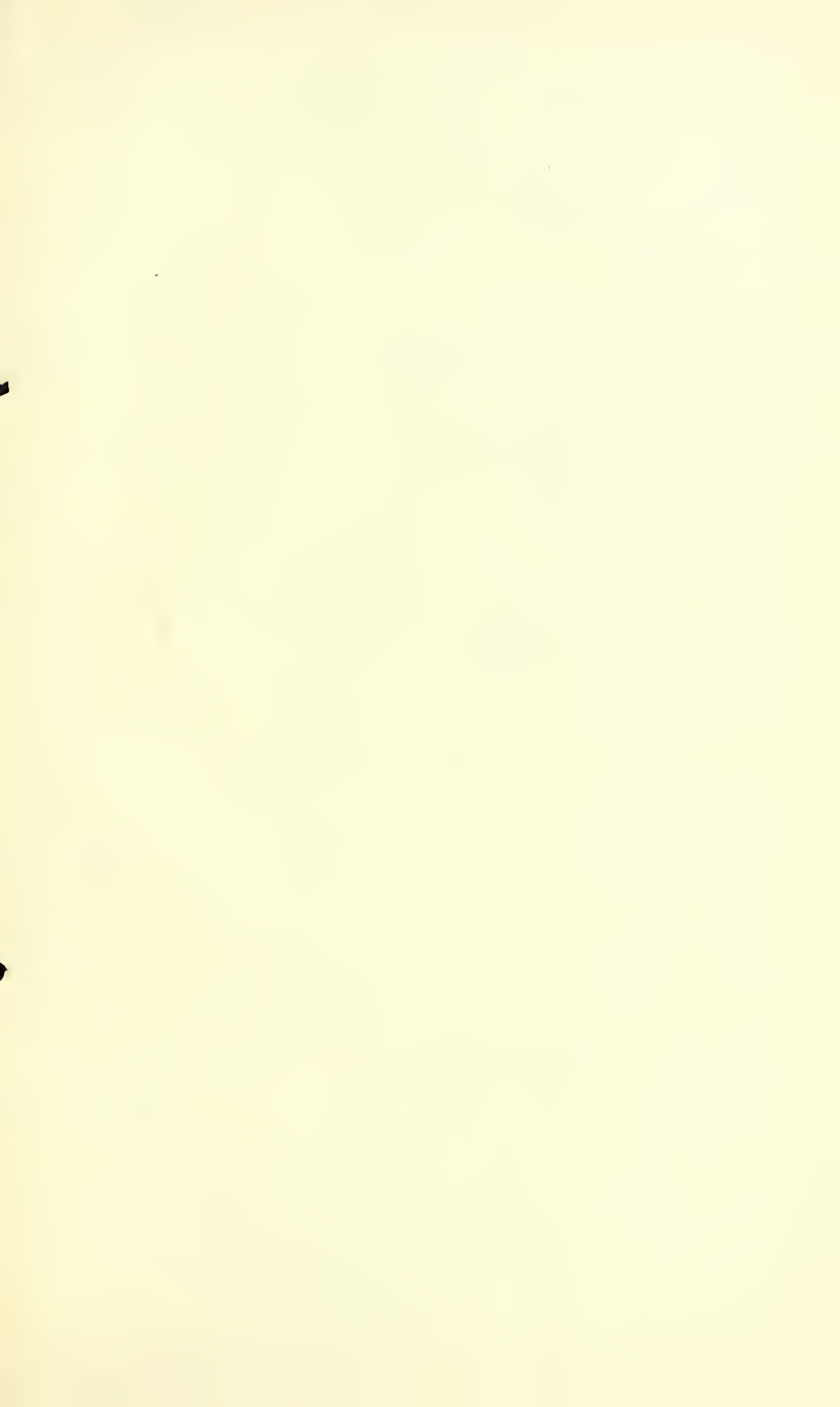
Adjutant.













COMMONWEALTH OF PENNSYLVANIA,  
THE ADJUTANT GENERAL'S OFFICE,  
Harrisburg, Pa., December 31, 1925.

Bulletin }  
No. 6. }

1. The following Circulars of the Militia Bureau are published for the information and guidance of all concerned:

CIRCULAR NO. 50.

B.

WAR DEPARTMENT  
Militia Bureau  
Washington

October 26, 1925.

EXAMINATION FOR GUNNERS, COAST ARTILLERY  
CORPS.

1. The Secretary of War has authorized the following procedure in the examinations for qualification as gunners in the Coast Artillery National Guard under the provisions of Training Regulations 435-310; viz.,

"When, in the opinion of the Regular Army instructor on duty therewith, concurred in by the Corps Area Commander, a Coast Artillery National Guard organization is not properly equipped with material for instruction or facilities for examination of candidates for gunners at its home station, the Chief, Militia Bureau, is authorized to change the scope of examinations herein prescribed as may be required in each case."

2. It is not intended in the application of the above authority to sanction any general revision of the present requirements for qualification as gunner, Coast Artillery National Guard, and where facilities exist or can be improvised at the home stations of the organizations concerned to carry out the instruction and examination of candidates for gunner as now prescribed, the scope of examinations given in Training Regulations 435-310 will strictly apply. However, where conditions are such that instruction and qualification in the scope of any examination as prescribed in Training Regulations 435-310 cannot be carried out, the Chief, Militia Bureau, under the authority given, will authorize a change in the scope of the examination so as to meet existing conditions. This will permit of completing gunners' examinations during the armory training period so that the field training period may be devoted entirely to coordinated group instruction.

3. Before any requirement of Training Regulations 435-310 can be modified a deficiency in proper material for instruction or a lack of facilities for the examination must be shown to exist in each case. Two instances which have come to the attention of the Militia Bureau to date are cited as examples of this class:

- a. The impracticability of instructing the personnel of a Headquarters Battery and Combat Train, Tractor Artillery Regiment, in certain 2nd class gunner subjects where the unit was not at the same station with a lettered battery of the regiment, and no 155-mm. gun was, therefore, available for demonstration, study and examination.

- b. The impracticability of conducting the machine gun firing required in the examination of 2nd class gunners, Anti-aircraft Machine Gun Battery, at the home station of such a unit due to lack of a suitable range for aerial target firing.

4. Before making recommendations for modification of the scope of any examination as now prescribed in Training Regulations 435-310, the senior Coast Artillery instructor on duty with the unit concerned will make a careful study of the existing situation, and will embody in his recommendations the subject he proposes as a substitute for any now required, together with the examination weight to be given thereto.

By order of the Secretary of War:

CREED C. HAMMOND,  
Major General,  
Chief, Militia Bureau.

Official:

L. W. PRUNTY,  
Lt. Colonel, Cavalry, M. B.,  
Assistant.

CIRCULAR NO. 51.

A 31.

WAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

November 2, 1925.

SECTION I. SUPPLY, REPAIR AND REQUISITIONS FOR COLORS OR STANDARDS.

SECTION II. AUTHORIZED PROCEDURE TO CORRECT STOCK RECORD ACCOUNTS WHERE APPARENT OVERAGES OF PROPERTY HAVE BEEN TAKEN UP ERRONEOUSLY.

I. *Supply, repair and requisitions for colors or standards.*

1. The Militia Bureau has received advance notice of a change to A. R. 260-10 which will read as follows:

"12. Supply, repair and requisitions for.

\* \* \* \* \*

"c. Requisitions for regimental colors or standards.— (Added.) Whenever a regimental color or standard is desired by a regiment or battalion having no color or standard or having one without an organizational coat of arms embroidered thereon, the quartermaster or officer charged with submitting requisitions, will after complying, where applicable, with these regulations, address a communication to The Adjutant General for instructions with reference to adopting a coat of arms for the organization. When the coat of arms has been approved by the War Department, the commanding officer of the organization will be so notified and a requisition may then be submitted, through prescribed channels. See also paragraph 13a. (A. G. 333.1 (6-19-25).)



"13. Disposition of flags.—a. (Added.) The colors and standards now in the possession of organizations will be continued in use until no longer serviceable. See paragraph 12b.

"b. Old or worn-out flags should not be used either for banners or for any secondary purpose. When a flag is in such a condition that it is no longer a fitting emblem for display, it should not be cast aside nor used in any way that might be viewed as disrespectful. If not preserved, it should be destroyed as a whole, privately, preferably by burning or by some other method lacking in any suggestion of irreverence or disrespect to it as a military emblem. (A. G. 333.1 (6-19-25).)"

2. The above provisions of A. R. 260-10 will apply to the National Guard except that requests for regimental or battalion colors or standards, or correspondence in connection with the adoption of coats of arms, will be forwarded to the Chief, Militia Bureau through prescribed State channels. (MB 424 (Colors)-4.)

II. *Authorized procedure to correct stock record accounts where apparent overages of property have been taken up erroneously.*

1. When an apparent overage of property is taken up on the stock record account as "Found at Post" and it is subsequently determined that an overage in the article in question did not in fact exist, or that the overage was in less quantity than originally taken up, since an actual shortage of property is not involved but merely an adjustment of the records, it is not necessary under the provisions of Army Regulations that a survey report be initiated to adjust the stock record account.

2. In such cases the property erroneously taken up may be listed on an Over, Short and Damaged Report (W. D., Q. M. C. Form No. 261-New 65) on which the accountable officer will execute a certificate setting forth the circumstances and the date and serial number of the voucher on which the overage was erroneously taken up, and file same as a satisfactory credit voucher for dropping the articles from the stock record account. At the same time the accountable officer will place on the voucher on which the property was erroneously taken up a cross reference to the date and serial number of the voucher on which it is dropped, in order that a proper check may be made by the property auditor. (AG 140.2 (9-19-25).)

By order of the Secretary of War:

CREED C. HAMMOND,  
Major General.  
Chief, Militia Bureau.

Official:

L. W. PRUNTY,  
Lt. Colonel, Cavalry, M. B.,  
Assistant.

(NOTE:—Histories of the several Regiments are being prepared as rapidly as possible and submitted to the Historical Section, War Department, General Staff, through Chief, Militia

Bureau. for approval. Designs for coats-of-arms should not be made until histories are completed.—*Adj. Gen. of Penna.*)

## CIRCULAR NO. 52.

A 32.

WAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

November 13, 1925.

SALE OF NATIONAL GUARD REGISTER, 1925, BY THE  
SUPERINTENDENT OF DOCUMENTS.

1. The National Guard Register, 1925, will be given the following distribution to the National Guard:

State Staff Corps and Departments, . . . . .	6 copies.
Division Headquarters, . . . . .	25 "
Brigade Headquarters, . . . . .	3 "
Regimental Headquarters, . . . . .	5 "
Battalion Headquarters, . . . . .	2 "
Company, Battery, Troop, and similar units, . . . . .	1 copy.
General Officers, each, . . . . .	1 "

The number of copies procured will not permit furnishing copies to individual officers other than as shown above.

2. The Superintendent of Documents will have this document for sale to individuals at \$1.00 per copy. Applications for purchase by individuals should be mailed direct to "The Superintendent of Documents, Government Printing Office, Washington, D. C." (062.14 Gen.—8).

By direction of the Secretary of War:

CREED C. HAMMOND,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. Prunty,  
*Lieut. Col., Cavalry, M. B.,*  
*Assistant.*

## CIRCULAR NO. 53

A 33.

WAR DEPARTMENT  
MILITIA BUREAU  
Washington, D. C.

December 1, 1925.

## MILITIA BUREAU FORM NO. 100

1. Effective January 1, 1926, the commander of each headquarters, each company and each part of a headquarters or company drilling separately, shall keep a monthly record and furnish copies of the same, of all the duty performed by each member of his organization and of the strength of the organization.

2. The record will be kept and copies rendered at the end of the month on M. B. Form 100 and in accordance with the instructions printed on that form. An initial supply of blank forms estimated as sufficient for three months will be distributed to State Adjutants General without requisition.

3. The first record on M. B. Form 100 will be started on January 1, 1926, and the first copies will be required on January 31, 1926, and must be mailed by the 8th of February, 1926.

4. Regulations applying to rendition of Drill Attendance Report on Militia Bureau Form 367b and Militia Bureau Form 107, by National Guard organization commanders, are modified effective January 1, 1926, to comply and conform with instructions in this circular and those printed on M. B. Form 100.

5. Reports on M. B. Form 107 will not be required of any National Guard officer or unit, after December 31, 1925.

Instructors and Sergeant Instructors will continue as heretofore to render reports on M. B. Form 107, as prescribed by paragraphs 378 and 426, National Guard Regulations, 1922, but effective January 1, 1926, three copies of each report will be made; one copy mailed to the State Adjutant General, one to the Senior Instructor on duty with the organization, and one retained. The copy of the report sent to the State Adjutant General will show the signature of the company commander, or the senior officer of the organization present at the drill that he has noted and concurs in the report.

6. All instructions in force which apply to rendition of strength returns of the National Guard are modified effective January 1, 1926, so as to require only one return, that of company commanders rendered on M. B. Form 100, and in conformity with the printed instructions thereon. Consolidated returns of strength as of dates after January 1, 1926, by and to higher tactical commanders and by State Adjutants General, will not be required by the Militia Bureau.

7. Nothing contained herein will be construed to authorize omission or failure to keep records or to render reports and returns now required as to the strength of the National Guard or to drill attendance for the period up to and including midnight of December 31, 1925; and these reports and returns will be rendered as heretofore, even though the dates of preparing and mailing them run over into the year 1926.

8. A copy of Form No. 100 is inclosed.

By order of the Secretary of War:

CREED C. HAMMOND,  
*Major General,*  
*Chief, Militia Bureau.*

Official:

L. W. PRUNTY,  
*Lt. Col., Cav., M. B.,*  
*Assistant.*

(NOTE—Instructions covering the use of this Form are

published in General Orders No. 26, A. G. O., series 1925.—  
*Adj. Gen. of Penna.*)

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2. The following communication of The Adjutant General's Office, War Department, Washington, D. C., is published for the information of all concerned:

WAR DEPARTMENT  
THE ADJUTANT GENERAL'S OFFICE  
Washington, D. C.

December 5, 1925.

Subject: Examinations for Federal Recognition as General Officers, National Guard.

To: The Chief, Militia Bureau.

1. The examination for the federal recognition of National Guard officers in the grade of general officer should be held on or about May 15th of each year, as at present provided for.

2. Under exceptional circumstances, additional examinations may be held on or about the following dates: February 15th, August 15th and November 15th.

3. Applications for examinations on dates other than May 15th of each year should include therein a statement setting forth the reasons or exceptional circumstances which warrant the special consideration requested and should be forwarded to the War Department at least thirty days prior to one of the dates specified in paragraph 2 above.

4. For the purpose of carrying out the practical tests provided for in paragraph 5, A. G. O. 210.1, General Officers, 11-8-24, at times other than May 15th, troops suitable to the command for which the applicant is examined will be made available in another Corps Area if they are not available in the Corps Area wherein the applicant resides and if the Board elects to conduct the test by the use of troops.

5. The Commandant of the Command and General Staff School is being directed to prepare the necessary problems for the written examinations.

By order of the Secretary of War:

T. H. LOWE,  
*Adjutant General.*



3. The following communication of Headquarters Third Corps Area relative to use of Cal. 22 long rifle cartridges is published for the guidance of all Commanding Officers:

HEADQUARTERS THIRD CORPS AREA  
UNITED STATES ARMY  
BALTIMORE, MARYLAND

November 16, 1925.

Subject: Use of Cal. 22 long rifle cartridges in U. S. Cal. 22 Model 1922 MI Rifle.

To: Commanding Officers all camps, posts and stations, USP&DO's of National Guard, and ROTC Units in Third Corps Area.

1. The following letter from the office of the Chief of Ordnance. File OO 471.49/992, COO 471.4/245, dated September 14, 1925, is quoted for your information and compliance:

"Care should be taken to insure that all cartridges other than Cal. 22 long rifle cartridges are prohibited for use in the U. S. Cal. 22 Model 1922 MI Rifle. This information is contained in a pamphlet issued with this rifle.

Caliber .22 short cartridges when fired in this rifle cause an erosion in the chamber and seriously affect the accuracy of the barrel."

By command of Major General MACARTHUR:

D. Y. BECKHAM,

*Lieutenant Colonel, Adjutant General's Dept.,  
Assistant Adjutant General.*

CIRCULAR LETTER

COO 81.

11-18-25.

(NOTE—Great care will be exercised by all unit commanders in carrying out the provisions of the order of the Corps Area Commander on the use of Cal. 22 long rifle cartridges. The use of all cartridges, except Cal. 22 long rifle cartridges, in the U. S. Cal. 22 Model 1922 MI Rifle will be prohibited.—*Adj. Gen. of Penna.*)

4. The following Index and Circular Letters issued by the U. S. P. & D. O. for 1924 and 1925 are published for the information of all unit commanders, and in order that such Circular Letters may be under one cover and published with the approval of the Adjutant General's Office:

I N D E X

(Circular Letters, U. S. P. & D. O.)  
1924-25.

- | No. | Subject   |
|-----|---|
| 1.  | Transfer of Fire Control Instruments from Ordnance Dept. to Corps of Engrs. |
| 2.  | Report of Public Animals.   |
| 3.  | Division Insignia.  |



4. Requisitions: Surplus Property.
5. New Regulation buttons, cap and collar insignia.
6. Disposition of Unserviceable Property.
7. Forage, bedding, salt, vinegar, and shoeing supplies.
8. Expendable property.
9. Medical and Surgical Supplies, including instruments.
10. Typewriters, Class "D", disposition of.
11. Division Field Code, No. 4.
12. Requisitions for Forage, 1st Qtr. F. Y. 1925.
13. Typewriters.
14. Chests, Arm Repair.
15. Requisitions.
16. Blacksmith's Coal 1st Quarter, for year 1925.
17. Identification marks on motor vehicles.
18. Additional issue, mounted leggings.
19. Surveys.
20. Issue of National Guard Regulations.
21. Marking of Equipment.
22. Requisitions, Signal Equipment.
23. Surplus equipment, including Mosquito Bars for certain Organizations.
24. Expenditure of Forage.
25. Reserve Supplies Forage.
26. Perforating punches, and message center forms.
27. Proper accomplishment of Expendable Vouchers.
28. Equipment for Field Artillery Companies, Tobyhanna, Pa.
29. Shipment of Fire Control Instruments.
30. Delays in Answering Correspondence.
31. Disposition undelivered Pay Checks.
32. Disposition of empty cartridge storage cases.
33. Signal Equipment—Radio Sets.
34. Requisitions for Signal Corps Property.
35. Requisitions—Equipment, new Recruits.
36. Modification Work Order, A-2A.
37. Form AGO 15—Report of Survey.
38. Use of Cal. 22 Long Rifle Cartridges in U. S. Cal. 22 M'22 MI Rifle.
39. Inventory and Inspection Report, Form MB 14.
40. Requisitions for Blacksmith's Coal.

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 1.

April 3, 1924.

Subject: Transfer of Fire Control Instruments from Ordnance Department to Corps of Engineers.

To: Organization Commanders, Penna. National Guard.

1. For your information there is quoted below an extract from a communication from the Corps Area Commander, dated March 27, 1924.

"Upon recent order of the Secretary of War, the following items are transferred from the Ordnance Depart-

ment to the Corps of Engineers for procurement, storage and issue:

Boards, firing 20"x30"  
 Protractors, semi-cir. 8½" base, grad in mils.  
 Protractors, semi-cir. 12" base, grad in mils. M1917  
 Protractors, semi-cir. 10" base, grad in mils. M1918  
 Squares, zinc  
 Tables, plane, M1918, 40 cm.  
 Tapes, steel, 100 ft. (30 meters)  
 Rules, zinc  
 Scales, plotting, metallic triangular.

2. In accordance with the above, your Property Loan Records should be corrected to show the above items classified as Engineer Property instead of Ordnance Property as now carried. All future transactions pertaining to the above items, such as Requisitions, Reports of Survey, etc., should be headed Engineer Property.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
 OFFICER,  
 NATIONAL GUARD OF PENNSYLVANIA  
 HARRISBURG, PA.

CIRCULAR LETTER NO. 2.

April 4, 1924.

Subject: Report of Public Animals.

To:

1. It is requested that a report be made to this office of the actual number of horses on hand with your organization as of April 1, 1924; this report will *not* include horses which have been destroyed or disposed of, and are now subject of Report of Survey, but will include only those animals actually on hand (animals charged to organization, but cared for at the Military Reservation at Mt. Gretna, Pa., will be considered, for this report, as on hand).

2. In order that an accurate record of horses may be kept, it is imperative that all changes caused by deaths, transfers, etc., be reported to this office immediately at the time of change, giving a complete description of the animals effected by change. In the event of unserviceable animals being surveyed, all copies of survey should be forwarded to this office immediately upon accomplishment.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

1st Ind.

APRIL 1, 1924:

To: The U. S. Property and Disbursing Officer,  
 Harrisburg, Pa.

1. There are on hand with this organization as of APRIL 1, 1924, the following:

*No. of Horses*

*Hoof Numbers*

(Signature) .....

(Organization) .....

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,

NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 3.

Subject: Division Insignia.

April 10, 1924.

To: Unit Commanders.

1. By direction of The Adjutant-General, there is being forwarded, under separate cover, ..... Red Cloth Keystones, Division Insignia, for the use of the members of your organization.

2. These Insignias will not be taken up on your Property Loan Records, nor will Shipping Tickets or Receiving Reports be accomplished.

3. Three Insignias will be issued to each individual: one for the overcoat and one each for the cotton and woolen coats.

4. As these Insignias are an expensive article you are charged with a careful issue and preservation of the same.

5. When soldiers are transferred, Insignias should be removed from uniform before the transfer of uniforms by Shipping Ticket is made. When uniforms are renovated and when cotton uniforms are laundered Insignias should be removed before such action is taken.

6. You will acknowledge receipt by indorsement hereon.

LEO A. LUTTRINGER,

*Supt. Penna. State Arsenal,*

*Major, QMC., (Pa.) U. S. P. & D. O.*

1st Ind.

.....  
(Organization) (Place) (Date)

To the Superintendent, State Arsenal, Harrisburg, Pa.

1. Receipt of the Insignias referred to in basic communication is hereby acknowledged.

.....  
(Name)

.....  
(Rank) (Organization)

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,

NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 4.

April 14, 1924.

Subject: Requisitions: Surplus Property.

To: All Commanding Officers, Pennsylvania National Guard.

1. To eliminate the necessity of filling requisitions while organizations are in camp, and the action on requisitions during the period immediately preceding camp, all organizations are requested to, at once, place requisitions for equipment authorized. Where soldiers are enlisted subsequent to the forwarding of the above requisition, immediate requisition will be made for the clothing of each such individual soldier at the time of his enlistment. Such requisition when received in this office will be given immediate attention, and the clothing requisitioned will be forwarded by parcel post within forty-eight (48) hours after the receipt of such requisition.

2. In submitting requisitions, at any time, all commanding officers should clearly state thereon the total strength of their units (actual enlisted strength) and in addition should state the basis for requisition such as "Approved survey, Number ..... dated ....." "Unserviceable property returned to USP&DO, shipping ticket dated ....." or "Equipment Table No. ...." or Circular No. ...." Organization commanders, in requesting equipment, should always consider the maximum allowance for the present strength, and should then deduct from this amount the amount actually on hand. The practice of allowing a 10% excess has been discontinued, and in the future this excess will be retained in the depot. To obviate the unit commanders carrying this 10% excess, organization commanders are authorized to requisition equipment as needed, restricted only by the foregoing. It is believed that the reduction of surplus property on hand will operate as a safety measure for the commanding officer and will reduce the necessity of frequent surveys due to losses, thefts, etc.

3. A commanding officer having surplus equipment on hand, new or used property, not authorized for his arm of the service, should immediately inform this office as to quantity on hand and follow same procedure as directed by circular from this office, this date, subject, "Disposition of Unserviceable Property."

4. The term "on hand" as used in paragraph 2, above, is defined as meaning the amount charged to the organization, i. e., the property actually on hand plus that covered by surveys pending action.

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, Q. M. C., (Pa.) U. S. P. & D. O.



UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

## CIRCULAR LETTER NO. 5.

April 14, 1924.

Subject: New Regulation buttons, cap and collar insignia.  
To: All Commanding Officers, Pennsylvania National Guard.

1. This office has been advised that sufficient funds are available for a partial issue of new regulation gilt buttons and insignia. The funds available at this time will permit the procurement of sufficient quantity to equip one serviceable uniform per man. The bronze buttons removed from the one uniform will be retained within the organization for future field use, if required. Bronze buttons will be retained on the overcoats for the present, but will be polished as prescribed in Paragraph 4c, Army Regulations 600-35, Changes No. 9.

2. Bulk requisition has been made by the U. S. P. & D. O. for the quantity required of the following:

Coat Buttons, large  
Coat Buttons, small  
Cap Ornaments  
Collar Ornaments  
Cap Buttons.

Direct issue, as soon as received, without requisition, will be made by the U. S. P. & D. O. to all units of the National Guard.

3. This information is transmitted so that organizations contemplating the individual purchase of gilt insignia may be informed.

4. Upon receipt of information in this office that sufficient funds have become available for further issue of gilt insignia, to equip complete uniforms, distribution will be completed, without requisition when such supply is obtained.

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

## CIRCULAR LETTER NO. 6.

April 14, 1924.

Subject: Disposition of Unserviceable Property.

To: All Commanding Officers, Pennsylvania National Guard.

1. In order that unserviceable property now in possession of the various organizations of the Pennsylvania National Guard may be replaced with serviceable property prior to the

annual encampment, during which encampment period it is desired to avoid the necessity of replacing property, all organization commanders are hereby requested to inform the U. S. P. & D. O., as to quantity of such property on hand as follows:

(a) Number of boxes containing such property, giving weight of each.

(b) Enumerate contents of boxes as packed, giving quantity and kind of contents.

(c) Nearest Railroad Station to Local Armory (give freight station).

2. Immediately upon receipt of this information, Government Bill of Lading will be forwarded from this office, properly prepared from the information received. The Organization Commander will arrange for prompt delivery of the equipment to the Railroad Company, will secure accomplished Bill of Lading, and will distribute the several copies as per instructions contained in circular received therewith.

3. He will forward, with copies of B/L marked for the U. S. P. & D. O., shipping tickets in quadruplicate, and will certify thereon as to the unserviceability of property, stating length of time such property has been used. He will, in addition, inclose requisition for like quantities, being careful to show sizes of equipment desired. On the requisition, in the space provided therefor—"Basis for Requisition"—the following will be stated, "Return of unserviceable property to U. S. P. & D. O., shipping ticket dated ....."

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.

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UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 7.

April 14, 1924.

Subject: Forage, bedding, salt, vinegar, and shoeing supplies.

To: All Commanding Officers, Mounted Units, Pennsylvania National Guard.

1. Commencing April 1, 1924, all supplies listed above, will be taken up on Organization Equipment Records, in the same manner as other Federal Property is accounted for.

2. Between the first and fifth of *each month* organization commanders recording such transactions, will report the amount expended, to this office. Such report will include only the amount consumed up to and including the last day of the previous month.

3. Report must be made on shipping ticket, (submitted in duplicate), properly certified, setting forth the quantities con-

sumed, and indicating the number of public animals cared for during the period stated.

4. The above instructions are in accordance with orders received from the Commanding General, Third Corps Area.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

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UNITED STATES PROPERTY AND DISBURSING  
OFFICER,

NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 8.

April 14, 1924.

Subject: Expendable property.

To: All Commanding Officers, Pennsylvania National Guard.

1. Recent instructions from this office pertaining to the non-accounting of expendable property are hereby rescinded. This action as a result of Orders received from the Commanding General, Third Corps Area, directing that all property received be accounted for on Organization Equipment Records.

2. Commencing April 1, 1924, all such property will be accounted for on Organization Equipment Records, and will remain on records until consumed, at which time shipping tickets will be prepared and submitted to this office, in duplicate, enumerating thereon the items expended. Shipping tickets will be certified as to quantities consumed, giving period in which expended, and purpose.

3. Property expended within the meaning of this circular as defined in Paragraph 878 NGR 1922, "Property authorized to be dropped as expended consists only of such articles as are by their use necessarily consumed, as rope, nails, forage, fuel, etc."

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

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UNITED STATES PROPERTY AND DISBURSING  
OFFICER,

NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 9.

April 14, 1924.

Subject: Medical and Surgical Supplies, including instruments.

To: All Commanding Officers, Medical and Veterinary Detachments, Pennsylvania National Guard.

1. To eliminate the necessity of local purchase of Medical

and Surgical supplies, including instruments, during the coming encampment, the Commanding Officers of the units addressed are requested to promptly submit requisition for all such supplies, including Veterinary, if necessary to complete their equipment.

2. If certain instruments now on hand have become unserviceable, such unserviceable instruments should be forwarded to this office for consolidated survey, forwarding four copies of shipping tickets, properly certified as to the length of time such instruments have been used, together with affidavits covering unserviceability, which affidavits must be sworn to before a Notary Public or an officer qualified to administer an oath.

3. If certain instruments have been lost, they should be made the subject of a survey to be immediately instituted. Survey Form No. 196 should be prepared in sextuplicate (six copies) supported by affidavit setting forth the circumstances in which the property was lost, such affidavit to be attached to the survey forms. The original and four carbon copies of the survey with supporting papers, should be forwarded to the U. S. P. & D. O. for further action.

4. Requisition for replacement of property will be submitted to this office together with shipping tickets herein referred to, and will give as the basis for requisition "Shipment to the U. S. P. & D. O. shipping ticket dated ....."

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 10.

April 14, 1924.

Subject: Typewriters, Class "D," disposition of.

To: All Commanding Officers, Pennsylvania National Guard.

1. This office has been instructed by the Commanding General Third Corps Area, to prepare for survey, all class "D" typewriters now in the possession of the organizations or in warehouse storage. This subject demands immediate attention as it is desired to relieve the units of the Pennsylvania National Guard, of typewriters of this class, prior to the annual report on typewriters, which must be submitted before June 30, 1924.

2. All organization commanders will examine the typewriters now charged to their accounts and if found to be in class "D," this office should be immediately informed. The organization will secure credit for this class of typewriter, by shipping ticket in the usual manner, when shipment is made to this station.



3. Full explanation of the meaning of Class "D" will be found in Changes No. 2, Army Regulations No. 30-2145, dated December 8, 1923, "Unserviceable property not fit for reclamation including 'waste'."

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 11.

May 9, 1924.

Subject: Division Field Code No. 4.

To:

1. There is inclosed, herewith, of Division  
Field Code No. 4 (Confidential), serial Nos.  
which are issued you by direction of the Militia Bureau.

2. This office has been directed to instruct all officers receiving this Code to consider same confidential, and to see that the Code is carefully guarded. If at any time the officer receiving this Code is separated from the Service, it will be his personal duty to see that it is transferred, by number, to his successor or in the event of a demobilization of his unit to see personally that the Code is returned, by number, to the U. S. Property and Disbursing Officer (Penna.)

3. In view of the fact that all Inspectors will be required, at the annual inspections, to inspect for this Code and report on the method and manner of keeping same, your attention is called to the fact that the Code, while being guarded and preserved, will be so placed as to be available at the request of the Inspector at Annual inspections.

4. The Code numbers above referred to must be receipted for on form below. Immediate attention to be given to the return of this receipt. A franked envelope is inclosed for this purpose.

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.

....., Penna. ....1924.

Copies of Code, herein referred to, serials numbered as above have this day been received and will be handled in accordance with instructions contained in basic letter.

.....  
Rank and Name

.....  
Organization

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,

NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 12.

May 12, 1924.

Subject: Requisitions for Forage, 1st Qtr., F. Y. 1925.  
To: All Mounted Organizations, Pennsylvania National Guard.

1. The following letter is quoted for your information and guidance:

Headquarters Third Corps Area, Office of the Quartermaster, May 1, 1924, Baltimore, Maryland.

To: U. S. P. & D. Officer for Pennsylvania.

1. You are requested to submit to this office requisitions for the 1st quarter, F. Y. 1925 for such units of the National Guard, your State, as require forage. Attention in this connection is invited to Pars. 965 and 970, National Guard Regulations, 1922.

By order of the Quartermaster.

EDGAR S. STAYER,  
*Assistant for Supply.*

2. It will be noted that requisitions for forage are to be made quarterly, instead of semi-annually. In this connection you are requested to submit your requisition for the 1st quarter *immediately*, and your requisitions for the 2nd quarter will be mailed to this office 70 days in advance of the period for which required; requisitions for the 3rd and 4th quarters will be submitted likewise.

3. The National Guard Regulations require requisitions for forage to be in the office of the Quartermaster, Third Corps Area, 60 days in advance of the period for which required. Inasmuch as all requisitions are registered in the office of the U. S. P. & D. O., you are urgently requested to submit your requisition 70 days in advance.

4. You will base your requisition upon Pars. 965, 969, and 970, N. G. R. 1922, as amended by changes No. 10, December 15, 1923. Special attention to be given to certificate required for mounts, not Federally owned, but foraged from Federal funds, as outlined in Par. 949, as amended by change No. 10, December 15, 1923.

5. Strict compliance will be given Par. 967, N. G. R. 1922. The data noted therein must be furnished in "Explanatory Notes," otherwise requisitions will be returned for completion, with probable loss of allowance, and unnecessary annoyance to all concerned. All calculations must be carefully made, and checked, as this office does not have sufficient personnel to correct errors prior to reforwarding.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 13.

May 19, 1924.

Subject: Typewriters.

To: All Commanding Officers of the Pennsylvania National Guard.

1. To enable compliance with instructions contained in letter from The Adjutant-General of the Army, it is requested that you report to this office not later than June 10, 1924, the names, style number, manufacturer's serial number, width of carriage and condition of machines of all Federal typewriters in your possession.

2. In addition to the above information it is requested that you state in your report the classification of machine:

Class A—New

Class B—Reclaimed

Class C—Fit for reclamation

Class D—Unfit for reclamation.

Kindly report your machines as being in any of the above classes.

3. It is urgently requested that great care be exercised in compiling this information as these reports are consolidated in the office of the U. S. Property & Disbursing Officer and the consolidated report must be in the office of the Quartermaster, 3rd Corps Area not later than June 30, 1924. If the reports are correct when received from the organizations, it will eliminate correspondence between the office of the U. S. P. & D. O. and the organizations.

4. In previous years a good many organizations mailed their reports to this office with a notation to the effect that the machine had no serial number. All machines are numbered by the manufacturers. A brief outline is shown below where to locate the name, style number, serial number:

A—Name and Style number on frame, below spacing bar.

B—Serial number, Remington and Monarch on top plate, right side, rear of machine.

C—Underwood, opposite right hand ribbon spool.

D—L. C. Smith, under back space key.

E—Royal, on rear frame, back of bell.

F—Oliver, on bar above bell, rear of machine.

G—Corona, under frame, rear of machine.

The style number of all Coronas is three (3) and the width of carriage, nine (9) inches.

5. This report must be rendered by all organizations. If there are no machines on hand, the report will so state.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
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NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 14.

June 9, 1924.

Subject: Chests, Arm Repair.

To: Commanding Officers, Lettered and Service Companies,  
Ordnance, Motor Transport, and Wagon Companies.

1. Unit commanders indicated in subject are, according to tables of allowance, entitled to one each, Chest, Arms Repair. It is therefore requested that each organization commander who has not already received an Arms Repair Chest, make requisition immediately in order that chests may be received at home stations prior to encampment.

2. Prompt action will provide organization commanders with a chest enabling them to make necessary repairs to small arms during encampment.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.  
CIRCULAR LETTER NO. 15.

July 9, 1924.

Subject: Requisitions.

To: Commanding Officers, Pennsylvania National Guard.

1. There is quoted below an extract received from Third Corps Area:

"Beginning July 1, 1924, all requisitions for Signal Corps equipment submitted to this office during the fiscal year 1925, should be dated and show under "serial number," the station number, serial number and fiscal year. For instance, the first requisition submitted by your office on or after July 1, 1924, should read as follows:

July 1, 1924 SC-86-1-25

and each succeeding requisition numbered accordingly, the only change being in the serial number itself."

2. In order to facilitate compliance with request contained in extract above, it is requested that separate requisitions be submitted to this office to cover separate classes of property, i. e., a separate requisition will be submitted for each class of property listed below:

Quartermaster (Clothing)  
Quartermaster (Equipment)  
Quartermaster (Regular Supplies)  
Quartermaster (Cleaning Material)  
Quartermaster (Motor Vehicles)



Quartermaster (Harness, Saddlery and Pack Equip.)  
Medical  
Engineer  
Signal  
Chemical Warfare

Ordnance, sub-divided into Groups A, B, C, D, E, F, G,  
H, P, R, S, T, V, W.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

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UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 16.

July 10, 1924.

Subject: Blacksmith's Coal 1st Quarter, for year 1925.

To: Commanding Officers, Troops and Batteries.

1. This office has been requested by the Quartermaster Supply Officer, N. Y. G. I. D., to purchase locally requirements of Blacksmith's Coal for 1st Qtr., F. Y. 1925 (July, August and September).

2. It is therefore requested that the purchase of this item in the quantity listed below be effected by you.

*Reqn. No.*

*Quantity (Lbs.)*

Invoices in triplicate should be forwarded to this office for settlement, immediately upon accomplishment of purchase, together with receiving reports covering quantity received. Invoices should bear the following certificate in addition to the requisition number quoted above,

"CERTIFIED JUST AND CORRECT, PAYMENT NOT  
YET RECEIVED"

(Signed) A. B. C. Co.

per John Doe,

*Treas.*

3. It is requested that this matter be given your immediate attention, and that the purchase be accomplished, forwarding all papers requested above, to this office by indorsement hereto, prior to departure for camp.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
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NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 17.

August 27, 1924.

Subject: Identification marks on motor vehicles.

To:

1. Attention is invited to Circular Letter No. 43, issued under date of June 21, 1921, by the Militia Bureau, (File MB 451.2) in connection with the prescribed identification for motor vehicles. Circular Letter referred to is quoted below.

"1. In order to prevent their confusion with these in federal service, and in order to insure identification in case of accident, all motor vehicles issued to the several States for use of the National Guard will be plainly marked immediately on receipt in such a manner as to preclude all possibility of mistake as to where they belong. The mark will consist of a circle approximately seven inches in diameter, circumscribing the approved abbreviation of the State name placed above the letters "N. G." and this identifying symbol will be so placed on each vehicle as to be plainly discernible at a distance of at least thirty feet.

2. In this same connection, attention is invited to Page 8, Bulletin No. 19, A. G. O., July 15, 1921.

3. Under date of August 14, 1924 (File 451/24119-77) the Commanding General, Third Corps Area, advised that "It has been observed that in some instances the motor vehicles in the hands of the National Guard are not marked as required by regulations."

4. In all instances where trucks have not been properly marked with the identification symbol directed, immediate steps will be taken to secure the proper stencil for its completion.

5. In either event, this office will be immediately advised the number of motor vehicles in possession of the organization regardless of their classes or sources, together with information as to the number which are now properly identified and statement as to what steps have been taken or are being taken to comply with M. B. Circular No. 43 above quoted.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
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UNITED STATES PROPERTY AND DISBURSING  
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NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 18.

November 18, 1924.

Subject: Additional issue, mounted leggins.

To: Commanding Officers, all mounted units.

1. In order that all units requiring mounted leggins may have at all times, one pair suitable for inspection, the Adjutant General has directed the U. S. P. & D. O. to take advantage of an authority permitting an issue of two pair mounted leggins per man.

2. All organizations should therefore submit requisitions necessary to equip their enlisted men, with the understanding that this office will issue up to and including a figure equalling two pair per man as indicated by last strength return. Do not neglect to show present strength on requisition. Organization commander will bear in mind the fact that any surplus leggins now on hand will effect the issue by reducing the amount issuable on the base of two pair per man and they are therefore requested to return any surplus now on hand which is unserviceable, in order that the current charge may be reduced to one pair mounted leggins per man, thus enabling prompt action from this office on requisitions to be submitted.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
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NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 19.

December 5, 1924.

Subject: Surveys.

To: Commanding Officers all units Pennsylvania National Guard.

1. In order that prompt action may be taken by all concerned in the handling of surveys from units of the Pennsylvania National Guard, it is requested that eight (8) copies, each complete with affidavits, exhibits, descriptive cards, etc., as the case may require, be forwarded direct to the Adjutant-General instead of four, five or six copies as are now forwarded in most cases. The present method varies so greatly, that additional copies must be made in the U. S. P. & D. office or returned to the organization for sufficient copies. This retards procedure and delays credit to the organization account.

2. Attention is also called to the fact that surveys should be promptly prepared when a shortage is known, as a survey

covering current facts, properly supported by affidavits and intelligent statement of circumstances will more likely result in relief to the organization, than a survey covered by facts indicating that the matter has been held open for six or seven months without apparent reason. A survey should be delayed however, if circumstances indicate that the property short can be recovered within a reasonable time. In cases of this kind however, the delay should be explained by affidavits accompanying the survey indicating what steps were taken during the interval to secure such return.

3. Strict compliance with above instructions will result in a more uniform handling of surveys, and a decrease in annoyance to all concerned.

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING  
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NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 20.

December 9, 1924.

Subject: Issue of National Guard Regulations,

To: Commanding Officers, Pennsylvania National Guard.

1. The following extract from Militia Bureau, Circular Letter No. 39 A-21, dated Nov. 21, 1924, is quoted below for information and guidance:

\* \* \* \* \*

"(a) The issue of the new National Guard Regulations described in Circular No. 35, M. B., current series, commences with N. G. R.-1, now being distributed.

(b) Due to lack of available funds the number of copies that are being printed is limited and it has been found necessary to regulate the distribution, in order to secure the most efficient use of them.

(c) As replacements cannot be made this fiscal year for copies lost, destroyed, or otherwise withdrawn from use, it will be necessary in case officers are separated from the service to have copies of the National Guard Regulations they may have in their possession, turned into the organization or office from which they were drawn.

(d) Binders will be distributed without requisition in the near future, for each file authorized."

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LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.



UNITED STATES PROPERTY AND DISBURSING  
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NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 21.

January 30, 1925.

To: All Commanding Officers, Pennsylvania National Guard.

Subject: Marking of Equipment.

1. During the past year numerous instances have been brought before the attention of this office of equipment and material improperly marked and in direct violation of Army Regulations 850.5.

2. Several instances which may be related are; branding of Fire Control Instruments' Tripods' Legs; stenciling of mosquito bars, bedsacks, canteen covers and the painting on harness and other leather equipment. Also there could be enumerated many more such similar cases.

3. In reference as made to Regulations referred to herein it will be noted that individual equipment will be properly marked with an identification tag—leather and metal by use of the respective marking outfits. However, such metal articles as are properly identified by serial number, i. e., rifles, typewriters, fire control instruments, etc., will bear no other identification marks. Wooden handled equipment such as shovels will be marked with leather stamping dies. Clothing will be marked on the inside of each garment in indelible ink or indelible pencil. This need not necessarily be interpreted as meaning marks larger than ordinary hand writing. In many instances clothing has been marked by stencil.

4. Returns of surplus property to the U. S. P. & D. O. which is not marked as required by existing regulations, necessitates classification of unserviceable stores, whereas, should the property have been properly marked same could have been restocked. In very many instances the improper marking results in a waste and destruction of Government property.

5. In the preservation and care of Federal Property, the respective Commanding Officers of the National Guard are enjoined to demand strict compliance with Army Regulations 850.5.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 22.

February 24, 1925.

Subject: Signal Equipment,

To: All Commanding Officers, Pennsylvania National Guard.

1. Quoted below is extract taken from a communication of the Signal Officer:

"In an effort to equip the \* \* \* National Guard with field telephone apparatus, it has developed that while their authorized allowances include a certain number of type EE-4's and EE-5's, field telephones, the type EE-4 is not issuable, except with reimbursement, while the type EE-5 is a free issue."

2. In view of the limited funds available for purchase of signal equipment, the Chief Signal Officer, has authorized the substitution of the EE-3 telephone for the EE-4 type, which is declared as satisfactory for training purposes.

3. In view of the desire that all units be fully equipped with telephones to the extent of that authorized, requisitions will be submitted to this office within the next two weeks.

4. In another communication the Signal Officer advises that his office "is extremely interested in the signal equipment of all organizations within this area, and particularly of such organizations as may be concerned in the summer training camp activities for the summer of 1925. It has frequently happened in the past that requisitions for essential material required at summer training camps were unduly delayed, and therefore necessarily failed of delivery until after the organization arrived at the camp and frequently even after the camp itself had been closed. The loss of the use of such equipment at the camp and its consequent re-shipment to the organization at its station is wastage of both opportunity for valuable training, and of actual money and labor in transportation and handling."

5. His office further "offers to you its cooperation and assistance and an urgent request that, in so far as all the organizations and activities at your post are concerned, the entire situation receive prompt and careful attention and action by you."

6. This matter is of vital importance, and in order that the full benefit of the cooperation offered may be had, it is requested that requisitions covering all such authorized signal equipment as will be required for proper functioning during the 1925 encampment, be submitted to this office without delay.

7. Any requisitions which are not received in this office prior to March 23, will of necessity be returned to the submitting officer, in accordance with Circular No. 3, Hdqrs. Third Corps Area.

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING  
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NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 23.

April 8, 1925.

Subject: Surplus equipment, including Mosquito Bars for certain organizations.

To: All Commanding Officers, Pennsylvania National Guard.

1. Inspection reports received in this office to date indicate that in most instances the organization commanders are returning their surplus to the State Arsenal. This reduces the liability for losses from the store room, secures credit on the Property Loan Record, eliminates a high percentage of the surveys, and permits each unit to be properly fitted.

2. All organizations that are still carrying surplus should avail themselves of the opportunity to reduce their responsibility.

3. In view of the fact that to receive equipment at the annual encampments requires practically the same receiving force as is constantly on duty at the State Arsenal, and further in view of it being impossible to operate this force at two locations at the same time, it is requested that all unit commanders discontinue the practice of taking equipment to camp for turn in, or exchange, and use to advantage the intervening time for this work.

4. Continuing the thought of surplus property the U. S. P. & D. O. desires to emphasize the item of BARS, MOSQUITO. This item is not used by the organizations, but it is noticeable that on all property audits this item shows a shortage.

5. All organizations are directed to forward their mosquito bars to the Pennsylvania State Arsenal, following the same course as used for other surplus property, and to forward quadruplicate copies of shipping ticket. This does not apply to the 28th Tank Company, 28th Division Air Service or the 213th Coast Artillery, as these units have use for mosquito bars at the Annual Encampments.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 24.

April 8, 1925.

Subject: Expenditure of Forage.

To: Commanding Officers, Mtd. Units, Pa. N. G.

1. The attention of commanding officers of mounted organ-

izations is invited to Circular letter No. 7, issued from this office under date of April 14, 1924, subject, Forage, Bedding, Salt, and Shoeing Supplies. Therein is brought out a request that expenditures of forage be reported monthly on shipping ticket in order that the accounts may be given proper credit.

2. The lack of compliance with this communication is not understood, nor can any reason be advanced for the disregard evidenced. Explicit compliance with the circular quoted above, is again requested; cooperation not being received in this matter, necessity will exact that such delinquencies be taken up Thru Channels.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 25.

April 8, 1925.

Subject: Reserve Supplies Forage.

To: Commanding Officers, Mtd. Units, Pa. N. G.

1. During the present fiscal year (July 1, 1924 to June 30, 1925) it has been customary to honor forage requisitions for the full amounts authorized, disregarding any-surpluses which may have been accumulated during the respective quarters, either by reason of encampment or periods in which the animals were pastured, and also by purchase by some units at the beginning of the fiscal year.

2. By the end of the fiscal year there will have been accrued considerable surplus forage throughout the various units of the National Guard, which it is believed cannot be stored to the best interests of the Service, and if retained indefinitely will diminish itself by waste and other means.

3. In order to obviate loss to the Government and decrease the responsibility of the unit commanders' handling the forage, it is requested that the forage requisition to cover requirements for 1st Qtr., F. Y. 1926, due in this office not later than April 20, be prepared to show all actual surplus forage now on hand and contemplated to be on hand June 30, 1925. Requirements for the quarter will be computed on the basis as authorized by National Guard Regulations, deducting the surplus on hand. However, unit commanders should bear in mind that it is desired that in all instances that a reserve be retained on hand equal to 10 days allowances; this reserve to counteract the possibility of delayed action in awarding contracts to the vendor, and prevent serious embarrassment.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*



UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 26.

May 5, 1925.

Subject: Perforating punches, and message center forms.

To: Commanding Officers, Pennsylvania National Guard.

1. The inspection reports forwarded by the Adjutant General to this office note the absence of perforating punches for equipment tags in many organizations of the National Guard.

In order that the provisions of circular letter No. 21 this office may be fully carried out, it is requested that those units not now in possession of a perforating punch, forward this office requisition to cover same.

2. Likewise, in order that message centers may be supplied to all units authorized same, it is requested that requisitions in accordance with allowances published in War Department Equipment Tables be submitted so as to allow sufficient time for supply of the forms for use during the coming encampment.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
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HARRISBURG, PA.

CIRCULAR LETTER NO. 27.

May 11, 1925.

Subject: Proper Accomplishment of Expendable Vouchers.

To: Commanding Officers, all Nat'l. Guard Units.

1. In the past expendable shipping tickets received in this office have been so varied in their preparation and certification as to cause censor by the War Department Auditor.

2. In order that these vouchers may be submitted in a more presentable manner the following is required.

(a) The organization submitting expendable voucher will be shown both as consignor and consignee.

(b) Separate shipping tickets will be submitted for each class of property expended, such as quartermaster, ordnance, engineer, signal, medical, chemical warfare, and air service. No two classes of property will be included on one voucher.

(c) Certificate of expenditure will be made in accordance with Army regulations where not covered by National Guard regulations, i. e., certificate will embody the purpose for which expenditure was made, giving period covered. (In the past

certificates have been made stating that property was lost through fair wear and tear or destroyed in the public service. It can be readily seen that such a certificate if strictly censored would require that the Government be reimbursed to the value of the property covered. Regulations provided that only such articles as are entirely consumed and lose their identity in the service, be termed as expendable.)

3. Numerous shipping tickets covering expenditures have been signed in the space on the shipping ticket provided for the receipt of property. This manner of accomplishing voucher would necessarily incur responsibility for so much additional property.

4. Particular care will be exercised to list correct nomenclature, preferably that under which property was received.

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
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UNITED STATES PROPERTY AND DISBURSING  
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NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 28.

June 9, 1925.

Subject: Equipment for Field Artillery Companies, Tobyhanna, Pa.

1. For the information of these concerned there is quoted below letter from Third Corps Area Headquarters, dated June 4, 1925, in connection with the equipment required by Field Artillery Organizations at Tobyhanna during the 1925 encampment.

"You are advised that the following supplies and equipment should be taken by Field Artillery organizations to be encamped at Tobyhanna, Pa.

(a) Each Battery should bring fuse setters and anchor plates (for 75 m/m caissons), gunners quadrants, aiming stakes, sight covers, breech and muzzle covers, canvas buckets for 2 sections; at least 10 paulins, picket ropes, picks and shovels, sponge staff and rammers, lanterns, communication equipment; at least 3 miles of wire, fire control equipment, all cleaning and preserving material. All carriages at Tobyhanna are stripped and no tools nor accessories are available, except sighting equipment. All guns whether 75 m/m or 155 m/m are fully equipped with sighting equipment.

(b) No reel carts for 75 m/m regiments need be brought as 3 reel carts are now on hand at Tobyhanna and 3 more have been requisitioned.

(c) Two machine guns per firing battery, and 1 pistol for each man so armed.

(d) All units to bring complete routine administrative property, such as cots, tentage, kitchen, mess equipment,

field desks, field ranges, and rolling kitchens. One rolling kitchen per battalion is all that is necessary to be used at firing points.

(e) For the purpose of police and supply; each motorized battery should bring one truck, and each horse drawn battery one escort wagon with four line harness.

(f) Horse drawn batteries to bring single mount saddles, bridles, saddle bags, harness, feed bags, pole props, single trees, mogul springs, sponges, castile saddle soap, neatsfoot oil and grooming kits (sufficient for all drivers and single mounted men to clean harness and groom simultaneously), 3 spare poles for each horse drawn battery.

(g) One motor car and 2 motorcycles for each Brigade and Regimental Headquarters, if same has been authorized in your estimate for funds covering the encampment.

(h) Tentage for Instructors will be provided by the Quartermaster at Tobyhanna."

2. Note to Par. (d) above: Tentage required by troops encamping at Tobyhanna will be furnished by the State Arsenal without any further action being required.

3. Note to Par. (g) above: In connection with motor transportation for Brigade and Regimental Headquarters, it is advised that there will be made available at Tobyhanna vehicles as follows:

*Brigade Hqrs.*

- 1—White staff car
- 2—Motorcycles
- 1—G. M. C. Truck

*Regimental Hqrs.*

- 1—White reconnaissance car

MEMO: In addition to the vehicles enumerated above, authority is granted for the issue of not to exceed 5 gallons gas, per day, for each private car designated by the Regimental Commander to draw issue gas. In no regiment will the authority for use of this gas be given to more than 4 cars per regiment during the period of the encampment and the privilege will not be transferred from one car to another during same encampment.

All cars used by General officers will be gassed from issue gas.

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.

To: All Regiment and Brigade Hqrs.

All Artillery Units

103rd Ammunition Train

Senior Instructor

All Artillery Instructors

The Adjutant General of Pa.

Division Headquarters.

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 29.

June 12, 1925.

Subject: Shipment of Fire Control Instruments.

To: All Organization Commanders.

1. For the information and guidance of all concerned, it is advised that all Ordnance Fire Control Instruments, such as Field Glasses, Telescopes, Range Finders, etc., will be packed separate from any other class of property. This is required in order that compliance may be extended orders from the Ordnance Department, providing that instruments of this nature be shipped by express and in no instance to be transported by freight. However, this does not preclude shipment by mail where practicable.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
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UNITED STATES PROPERTY AND DISBURSING  
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HARRISBURG, PA.

CIRCULAR LETTER NO. 30.

June 20, 1925.

Subject: Delays in Answering Correspondence.

To: All Unit Commanders.

1. During the past this office has experienced considerable difficulty in obtaining replies to its communications addressed to various unit commanders throughout the National Guard. In many instances not only has one follow up letter been addressed to the delinquent correspondent, but as many as three, four and five follow up letters have been sent and reply was not forthcoming. It has been customary to allow 30 days on the original request for a reply, 30 days on the second request and fifteen days on each request thereafter.

2. The force in this office is such that it precludes continuance of such practice, nor can it be understood why more than a month, or at the most 60 days is required to reply to a communication. It is conceded that not infrequently the information, data or papers requested in a letter cannot be furnished within 30 days, but this office can at least be notified reason for such inability together with information as to probable date the requisition will be furnished.

3. In order that this situation may be remedied, it is contemplated that in the future, if no reply is received to a communication within 30 days, either furnishing data requested



or explanation as to inability and statement as to probable date compliance will be made, that the Commanding Officer of the Regiment or similar unit will be communicated with and furnished a copy of letter addressed to the delinquent with request that he take such steps as will insure prompt return of the original communication with the requirements as outlined therein. This procedure will, however, only be successful with the hearty and full cooperation of the respective regimental commanders.

4. This method will be delayed for a period of 30 days during which time it is requested that the officer to whom this letter is addressed make remark or comment to this office in connection with the foregoing.

5. May an early response be requested?

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

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UNITED STATES PROPERTY AND DISBURSING  
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HARRISBURG, PA.

CIRCULAR LETTER NO. 31.

June 20, 1925.

Subject: Disposition Undelivered Pay Checks.

To: All Units Pennsylvania National Guard.

1. Numerous instances have come before this office indicating retention by unit commanders of pay checks from personnel of the organization, whether past or present members at the time of receipt of checks from the Finance Officer; apparently to cover the value of property for which the soldier was responsible at time he was discharged or deserted, or likewise from an active member of the unit. In some instances checks were accumulated from 1920.

2. In order that this practice may not be repeated nor continued contrary to regulations and instructions issued on the subject, the respective unit commanders of the Pennsylvania National Guard are requested to be governed by the following instructions.

3. Any pay check or checks which cannot be delivered to the payee will be returned to the Disbursing Officer by whom issued, thru the Adjutant General, for cancellation, at the end of the period prescribed by him. The return of the checks to that Officer will be accompanied by letter of transmittal embodying the date, serial number, amount and payee of the checks so returned; acknowledgment of receipt of which will be requested. If the payee is indebted to the United States for the loss, destruction or damage of property, report of survey will be prepared and forwarded this office in octuplicate together with true copies of letter transmitting checks to Finance Officer and bearing acknowledgment of receipt. In this

manner only can the shortage of property be adjusted and relief given to the account of officer responsible for same.

4. Undelivered checks covering camp pay will be returned to this office, proceeding as outlined in par. 3 above.

5. All undelivered checks which have accumulated and are now on hand, will be disposed of in accordance with the provisions of this letter, and reports of survey submitted to cover shortages of property, responsibility for which rests against the respective payees of the checks so returned.

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
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UNITED STATES PROPERTY AND DISBURSING  
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HARRISBURG, PA.  
CIRCULAR LETTER NO. 32.

July 8, 1925.

Subject: Disposition of empty cartridge storage cases.

To: Commanding Officers, Medium Field Artillery Units, Pennsylvania National Guard.

1. Quoted below is extract from letter of Third Corps Area Ordnance Officer, dated July 6, 1925, file COO 471.87/35, for information and guidance of all concerned:

"1. Pending revision of regulations, empty metallic cartridge storage cases for 155 mm howitzer will be turned over to the local Ordnance Officer, who, upon accumulation of convenient quantities, will report the amount to the Corps Area Ordnance Officer for disposition. The Corps Area Ordnance Officer will arrange for their shipment to the Ordnance establishment designated as the issuing depot for artillery ammunition for the Corps Area."

2. Inasmuch as no ammunition is furnished 155 mm howitzer units for use at home station, these instructions will be interpreted as contemplating delivery of cartridge storage cases to the Ordnance Officer at Tobyhanna during periods of encampments.

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING  
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NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.  
CIRCULAR LETTER NO. 33.

July 13, 1925.

Subject: Signal Equipment—Radio Sets.

To: All communications units, Pennsylvania National Guard.

1. Quoted below is extract from letter of M. B. dated June 20, 1925, file MB-400.358 Signal 3rd CA-5.

"1. The Chief Signal Officer has made available for disposal by the Militia Bureau a limited number of articles of radio equipment, which, when combined with other

articles, for which reimbursement is required, will provide an inexpensive and very satisfactory radio receiving set for training purposes in armories. A list of the equipment composing the proposed set, together with a statement of the cost of the articles included therein follows:

One (1) Set box type BC-12 .....	Free issue
Two (2) Headsets, type P-11 .....	Free issue
Eight (8) Tubes, type VT-1 (or VT-21) ....	Free issue
Two (2) batteries, type BB-23 .....	Free issue
One (1) Roll ( $\frac{1}{4}$ lb.) Tape, friction, type TLS3	Free issue
One Hundred Fifty (150) feet wire type W-29	Free issue
One (1) Cord, type CD-9 .....	\$1.20
One (1) Cord, type CD-10 .....	2.35
One (1) Cord, type CD-11 .....	2.40
One (1) Cord, type DC-12 .....	3.08
Eight (8) Batteries, type BA-2 .....	5.36
Two (2) Insulators, type IN-55 .....	.15
Fifty (50) Feet of wire, type W-6 .....	1.15

Total Reimbursement cost .....\$15.69

2. Owing to the limited number of these sets that can be made available and the requirements for economy in the issue of certain included articles that are now in the "Free issue" category, it will be necessary to observe the following restrictions in their issue:

(a) Requisitions will only be approved for the armories of those units that are authorized under the tables of equipment to receive radio sets and that have not already been provided with equipment that can be used for the purpose outlined."

(b) Units already having headsets, storage batteries, and vacuum tubes will not be supplied additional quantities.

(c) Units supplied with headsets and vacuum tubes under these provisions will not again be supplied with these articles when the standard radio sets are eventually issued.

3. In order that the Militia Bureau may comply with the request of the Chief Signal Officer, for the removal of this equipment from Signal Corps depots at the earliest practicable date, it is requested that all units desiring and entitled to receive this equipment submit requisitions therefore.

\* \* \* \* \*

5. Instructions governing the assembly of these sets for operation will be supplied later."

2. In connection with paragraph 3 above it is advised that the requisitions, for this property will be submitted to this office not later than Aug. 10, 1925.

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING  
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NATIONAL GUARD OF PENNSYLVANIA  
HARRISBURG, PA.

CIRCULAR LETTER NO. 34.

July 14, 1925.

Subject: Requisitions for Signal Corps Property.

To: All communications units, Pennsylvania National Guard.

1. For the information and guidance of those concerned, there is quoted herewith extracts from Circular No. 2, issued from the office of the Chief Signal Officer on July 1st, 1925.

PREPARATION OF REQUISITIONS

"21. The number of requisitions from posts, camps and stations should be reduced to a minimum consistent with the proper supply administration. As a rule one requisition per quarter should be sufficient. Requisition should show the various purposes for which the material is required under the respective captions, i. e. organization equipment, maintenance telephone systems, maintenance radio systems, target range, pigeon service, photographic, meteorological, blank forms, etc. Under the caption "Organization equipment" it will be shown whether the supplies are for initial or replacement issue. The number of requisitions required to effect complete supply reflects upon the efficiency of the officer charged with that duty.

22. A. Requisitions will be prepared on Q. M. Form No. 47 (Old 160) and double spaced. In case where No. 47 is not available, form 160 will be used and information indicated below will be placed in appropriate spaces.

B. Care will be taken by all concerned to the end that complete and detailed information as called for under the several headings is properly filled in:—

(5) After the heading "Period," show the period for which the supplies requisitioned are required. If requisition is of a special or emergency character, it should so state with the reason therefore and any other pertinent data.

(6) After the heading "Basis for Requisition," which should be added immediately below the caption "Articles and Description" insert the authority for the supply namely—"Par. No. —AR," "Cir. No. —WD" or other authority and state for what organization or activity required.

(7) Under the heading "Quantity on Hand" show the quantity of each item asked for which is in the hands of the Signal Property Officer at the station at which the organization is located.

(8) Under the heading "Quantity Due" show the quantity of each item due on requisitions previously submitted, and not received.

(9) Under the heading "Consumed" show the consump-



tion of that article during the corresponding period just passed.

(10) The column "Quantity Approved" should be left blank to be filled in by the office empowered to make that decision.

(11) Under the heading "Unit" the unit must be shown, Example: "Each," "Pounds," "Feet," "Miles," etc.

(12) Under the heading "Articles and Description" will be entered in alphabetical order, in accordance with the nomenclature in the Signal Corps Catalogue, the article requisitioned for, showing the type number of the instruments and appliances where applicable and information as to other supplies in such detail as will enable the supplying officer to identify the articles needed, example: "Cords, Switchboard, W. E. No. 447, 6' 6" long, white, 3 conductor, for W. E. Switchboards, type ... etc." Each item will be numbered and all extracts or other papers will carry that number as well as the name of the article.

(13) When a particular make or equal of an article is desired or preferred, it must be so stated and described in detail, reference being made to the catalogue, page and number showing the article desired. If deemed advisable, a drawing or sketch with dimensions, etc., or a sample should accompany the requisition.

(14) After the heading "Requisitioned by," designate the requisitioning officer and station if not indicated elsewhere on the requisition.

\* \* \* \* \*

2. The quarters to be followed for the purposes indicated herein above will be August 1, November 1, February 1, and May 1. Strict compliance with the provisions of circular letter No. 2 O. C. S. O. must be insisted upon as otherwise requisition will be returned for correction, causing unnecessary delays and work as well. The instructions furnished herein above, do not conflict with previous instructions in circular letters issued from this office, but are amendatory.

LEO A. LUTTRINGER,  
Supt. Penna. State Arsenal,  
Major, QMC., (Pa.) U. S. P. & D. O.

UNITED STATES PROPERTY AND DISBURSING  
OFFICER,  
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HARRISBURG, PA.

CIRCULAR LETTER NO. 35.

July 17, 1925.

Subject: Requisitions—Equipment, New Recruits.

To: All Commanding Officers, Pennsylvania National Guard.

1. The numerous requisitions received in this office for equipment for new recruits, have been sadly neglected in preparation, in that none of the vital information required in properly compiling the authorized quantities for issue, was entered on the requisition in their appropriate spaces. It was ap-

parent that a general misunderstanding existed throughout the National Guard, that a requisition for equipment for a new recruit would be honored regardless of the quantities then charged against the organization commander.

2. The procedure of approving requisitions as submitted, without restriction as to amounts authorized and on hand, cannot be inaugurated, nor is it contemplated that any such plan be adopted.

3. Further requisitions submitted to this office, regardless of purposes for which property is required, will be prepared in accordance with the provisions of Circular Letter No. 4 issued from this office under date of April 14, 1924.

4. In many instances, the equipments of personnel recently discharged from service of the organization are withheld for divers reasons. This, it will be appreciated, delays credit to the account, resulting in handicap when requisitions for replacements or further issues are submitted to this office. The return of equipment made surplus or unserviceable by reason of decrease in strength should be returned to this office immediately upon discharge of the soldier to whom previously issued.

5. This office is restricted in its issues to the respective organizations, by the authorizations made in War Department Equipment Tables, and in making any issues must adhere to the provisions of such tables. However, in all cases, issues will be made to all organizations in amounts required to complete their equipment authorized for the enlisted strength of the organization, using as a basis the charges of the respective articles as recorded in this office.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
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UNITED STATES PROPERTY AND DISBURSING  
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HARRISBURG, PA.

CIRCULAR LETTER NO. 36.

September 1, 1925.

Subject: Modification Work Order A-2A.

To: All Commanding Officers, Pennsylvania National Guard.

1. Quoted below is letter from the Ordnance Officer, Third Corps Area, for the information and guidance of all concerned:

"1. Referring to Par. 1 of Addendum A-2A (COO-73-A) issued under date of April 12, 1924, it is noticed that the last sentence reads:

"After removing the pad the eyelets will be replaced in the belt."

2. It has been found that perhaps difficulty will be experienced in replacing the eyelets removed. Therefore,

requisition should be submitted to this office for necessary new eyelets. (Work Order A-2B).

2. Requisition for the required eyelets in order to complete work order referred to will be forwarded to this office for action as indicated in letter quoted above.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
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HARRISBURG, PA.

CIRCULAR LETTER NO. 37.

October 14, 1925.

Subject: Form AGO 15—Report of Survey.

To: All Unit Commanders, Pennsylvania National Guard.

1. In accordance with Circular No. 25, Headquarters Third Corps Area, 8-6-25, it is advised that Form AGO 196—Report of Survey—is no longer to be used. Form AGO 196 has been revised somewhat and is now known as Form AGO 15—Report of Survey. Form AGO 15 will be used in all cases in the future, when survey proceedings are necessary.

2. This office has recently received a supply of the new form and same will be issued to the various units of the Pennsylvania National Guard upon the submission of a requisition for same. It is advised in this connection that any surveys submitted on Form AGO 196 will be returned by this office for correction.

3. It is further advised that the instructions set forth on the reverse side of survey blank be strictly adhered to in all cases. The instructions issued by this office in Circular Letter No. 19, 12/5/24 do not conflict in any way with the instructions on reverse side of survey or in the Army Regulations referred to thereon, except in the number of copies to be submitted. This office will require eight copies as heretofore, and same should be forwarded direct to The Adjutant General of Pennsylvania together with eight copies of all exhibits.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
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HARRISBURG, PA.

CIRCULAR LETTER NO. 38.

December 10, 1925.

Subject: Use of Cal. 22 Long Rifle Cartridges in U. S. Cal.  
22 M'22 MI Rifle.

To: All Commanding Officers, Pennsylvania National Guard.

1. Quoted below is letter from the Commanding General, Third Corps Area, for the information and compliance of all concerned.

\* \* \* \* \*

1. The following letter from the office of the Chief of Ordnance, File OO 471.49/922, COO 471.4/245, dated September 14, 1925, is quoted for your information and compliance:

"Care should be taken to insure that all cartridges other than Cal. 22 long rifle cartridges are prohibited for use in the U. S. Cal. 22 Model 1922 MI Rifle. This information is contained in pamphlet issued with this rifle.

Caliber 22 short cartridges when fired in this rifle cause an erosion in the chamber and seriously affect the accuracy of the barrel."

\* \* \* \* \*

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
*Major, QMC., (Pa.) U. S. P. & D. O.*

UNITED STATES PROPERTY AND DISBURSING  
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HARRISBURG, PA.

CIRCULAR LETTER NO. 39.

December 18, 1925.

Subject: Inventory and Inspection Report, Form MB 14.

To: All Commanding Officers, Pennsylvania National Guard.

1. There has been made available by the Militia Bureau an Inventory and Inspection Report for use in disposing of equipment worn out through fair wear and tear in the public service. Notwithstanding, their active use is not contemplated, for reasons set forth hereinafter.

2. The provisions of the I & I Report are that only property which is on hand and which has been worn out thru fair wear and tear be entered on the report, and even such articles are limited to clothing and individual equipment, and articles of organization equipment under value of \$15.00. The intentions being, that disposition be made either by destruction or by salvage. As the quantities of property that can be entered



on the I & I Report within the scope of its authority, in itself would not constitute a sufficient lot to permit a sale, it would be necessary to hold same until additional articles have accumulated, thereby depriving the unit of the privilege of securing an immediate replacement.

3. The present system in vogue in Pennsylvania permits the return of unserviceable property to the U. S. P. & D. O., with a requisition for replacement, which can be completed within 24 to 48 hours, providing, Cir. No. 4, dated 4-14-24, is complied with. It can be seen from this, that the use of the I & I Report would serve only to increase the paper work of a unit commander to a disadvantage, without any resultant benefits whatsoever.

4. The I & I Report undoubtedly would be of advantage for use, should the organization be drafted into Federal Service, when the Inspectors are always present, and supply base exists, but to inaugurate same for use in the National Guard of this State would tend only to handicap the unit commander in a more efficient administration of their companies.

5. In view of these facts, all unserviceable property will be shipped to the U. S. P. & D. O. as heretofore in accordance with provisions of Cir. No. 6, dated 4-14-24, and the I & I Report will at no time be made to cover disposition of unserviceable property, but will be used only in completing the files of blank forms maintained in the Field Desk as required by existing regulations.

LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
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UNITED STATES PROPERTY AND DISBURSING  
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HARRISBURG, PA.

CIRCULAR LETTER NO. 40.

November 21, 1925.

Subject: Requisitions for Blacksmith's Coal.

To: All Commanding Officers, Mounted Organizations.

1. Quoted below is letter received from the Quartermaster at Third Corps Area Headquarters. In order to comply with his request, all future requisitions submitted to this office for Blacksmith's coal will be accompanied with at least three bids, if possible, for the quantity of coal requisitioned, from dealers in the vicinity of the organization for whom the coal is requested.

463.3.—Pa. N. G.

November 20, 1925.

In order to facilitate purchase of smithing coal by the New York General Intermediate Depot. It is requested that hereafter in submitting requisitions for the above mentioned article, that there be attached thereto quo-

tations in writing from local dealers, together with appropriate recommendations as to award.

(Sgd.) JOHN P. HASSON,  
LEO A. LUTTRINGER,  
*Supt. Penna. State Arsenal,*  
Major, QMC., (Pa.) U. S. P. & D. O.

By order of GIFFORD PINCHOT,  
*Governor and Commander-in-Chief.*

F. D. BEARY,  
*The Adjutant General.*

Official :

.....  
*Adjutant.*



